

FA Systems Information Mgr position - UW-Parkside, SE Wisconsin

Summary of Position:

Under the general supervision of the Director of Scholarships & Financial Aid, this position will serve as the functional lead for financial aid related systems including, but not limited to, the Peoplesoft Student Administration system Financial Aid and ImageNow imaging systems. As a member of the broader Enrollment Management team, this position will provide support for the strategic data needs of the Enrollment Management organization. This position is a blend of student financial aid functional knowledge, technical expertise, and business analysis skills.

Qualifications:

Required:

- Bachelor's degree.
- Minimum seven years work experience in higher education.
- Demonstrated experience setting up and working with at least one module of an integrated student information system.
- Functional knowledge of Financial Aid business processes.
- Documented project planning experience.

Preferred:

- Master's degree in higher education administration, student personnel, or related field.
- Documented five years' experience setting up and using PeopleSoft Student Administration software.
- Knowledge of technical infrastructure of the PeopleSoft Financial Aid Module in order to analyze, evaluate, troubleshoot, program and maintain module to ensure all financial aid program functions work as required.
- Documented experience setting up and using an Imaging System.
- Documented ability to query data and write reports through using query tools such as PeopleSoft Query, Hyperion, SPSS, etc.
- Documented experience working with business process improvement through methods such as fit/gap analyses.

Application Deadline: Applications submitted **by December 28th, 2011** will have full consideration; position is open until filled.

To Apply:

Interested candidates should submit the following, **preferably in electronic format:**

- a cover letter outlining their qualifications for the position
- resume
- list of 3 or more professional references with contact information

Email submissions to: kis@uwp.edu

Mail submissions attention: **Barbara Kis**, Search and Screen Support, Financial Aid Office, University of Wisconsin-Parkside, 900 Wood Rd., Kenosha, WI 53141.

The complete position description will be posted at the University of Wisconsin-Parkside's Human Resources web page by the end of this week:

<http://www.uwp.edu/departments/human.resources/unclassified.positions/index.cfm>

UW-Parkside is an AA/EEO employer