**University of Wisconsin-River Falls**

**Department of Financial Aid**

**Scholarship Coordinator/Financial Aid Counselor**

*The University of Wisconsin River Falls, a member of the University of Wisconsin System, is located in scenic west central Wisconsin, 30 miles from the multi-cultural, multi-ethnic cities of Minneapolis and St Paul. Year-round arts, cultural and recreational events are easily accessible from River Falls. UWRF's 6,100 undergraduate and graduate students pursue degrees in four colleges: Arts and Sciences, Education and Professional Studies; Agriculture, Food and Environmental Sciences; and Business and Economics.*

*The University provides an excellent environment for learning, emphasizing the importance of faculty-student interaction in classrooms, laboratories, academic advising, and co-curricular activities. A favorable student-faculty ratio affords opportunity for meaningful interchange between faculty and students. Strong interests in teaching, research and community service are highly valued. More information about UWRF can be found at:* [*http://www.uwrf.edu/workhere/*](http://www.uwrf.edu/workhere/)*.*

**The Position:**

This is a full-time, twelve-month academic staff position reporting to the Assistant Director of Financial Aid. This position will also involve managing both UWRF Foundation and University scholarship programs, totaling over $2M in financial aid funds. This position will have extensive interaction with staff and faculty in other areas of the University. This position will also counsel prospective and current students and their supporters regarding eligibility for federal, state and private forms of financial aid to attend UWRF. Anticipated appointment date is September 30, 2019.

**Specific Duties and Responsibilities:**

**50% Serve as the scholarship coordinator for UWRF Foundation and University scholarships and grants**: Responsible for working with the University Advancement office to create an annual timeline of activities for scholarship awarding processes.  Provide timeline notification to students and selection committee members including application dates and selection deadlines. Manage the process for publicizing scholarship availability; collecting applications; setting up committees to review applications; tracking award recipients and reconciling fund accounts. Insure that scholarship recipients meet all scholarship restrictions. Transfer accepted scholarship awards from scholarship management software to the student information system. Monitor the expenditure of scholarship funds and insure that all available funds for the year are spent. Coordinate multiple college and departmental scholarship committees. Develop and maintain training materials and provide training for faculty and staff members who will serve on scholarship review committees. Assist the Chair of the University Scholarship Committee to obtain volunteers to serve as scholarship reviewers. Work with representatives from offices for undergraduate research, Chancellor’s/Falcon Scholars, Aspire program, Student Success Services, McNair, Inclusion/Diversity, STEMTeach and other departments with scholarship and grant funds to insure that students selected for funds are awarded accurately and timely.

**35% Financial aid advising for students and their families:**Provide information to current and prospective students and their families related to the student’s application for financial aid. Advising settings include: in person through appointments and walk-in referrals; by telephone and by email as appropriate. Examples of common activities include: Assisting students to resolve issues such as incomplete or inaccurate applications; help students and parents with signing up for an FSA ID, using the Data Retrieval Tool or requesting an IRS Tax Transcript. Advise students about the terms and conditions of all different financial aid types offered by UWRF. Counsel students about maintaining eligibility for financial aid, meeting entrance and exit counseling requirements for student loans and making use of work study opportunities.

**5% Maintain student financial aid data in eSIS:** Update and modify award information, make corrections to applicant data, add comments, checklists and request additional award notices and missing information letters as needed.

**5% Continuous Improvement:** Regularly review policies, procedures and processes for activities within scope of responsibilities and propose ideas for improvement.

**5% Other duties as assigned:** Assume other duties and responsibilities as assigned by the Assistant Director.

**Qualifications Required:**

* Bachelor’s degree
* Proficiency in using Microsoft Office products including Outlook, Excel and Word.
* Prior experience working in higher education in financial aid, admissions, advancement or similar customer focused department, or performing similar duties at a non-profit, grant-making organization.
* Experience maintaining student, customer or donor data using a computerized database.
* Demonstrated awareness and sensitivity to diverse student populations and ability to contribute to the University’s commitment to enhancing student awareness and appreciation of diverse ethnic and cultural heritages.

**Qualifications Preferred:**

* One or more years working in a college or university financial aid office.
* Experience working with PeopleSoft Campus Community.
* Experience working with regulated program funds; especially donor funded scholarships.
* Ability to work effectively with a wide variety of individuals across departments.

**Online applications are REQUIRED at:** [**https://jobs.uwrf.edu/**](https://jobs.uwrf.edu/)

**Materials not submitted electronically cannot be considered.**

Submit:

* Resume
* Letter of interest specifying qualifications and experience (cover letter)
* An unofficial transcript (official copies of transcripts will be required if hired).
* Provide the names, addresses, telephone numbers, and e-mail addresses of three references who can specifically comment on your professional preparation (references).

Inquiries should be addressed to:   
Paul Haugen

Assistant Director of Financial Aid   
Financial Aid office  
[finaid@uwrf.edu](mailto:finaid@uwrf.edu)  
(Subject: “Inquiry about Scholarship Coordinator position”.)

**Deadline to Apply**: Initial review of applications will begin upon receipt. **For full consideration, applicants should submit all required materials by August 4, 2019.** A criminal background check will be completed on final candidates.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released.  See Wis. Stat. sec. 19.36(7).

***UW-River Falls Diversity Statement:*** *We declare that diversity and inclusivity are core values. We dedicate ourselves to build a culture grounded in principles of equity, social justice, and excellence. We fundamentally affirm and embrace the multiple identities, values, belief systems, and cultural practices of all individuals and communities. We will address fundamental issues of bias, discrimination, and exclusion.*

*The University is committed to creating an educational community which enhances student awareness and appreciation of diverse ethnicities and cultures and identities which actively supports tolerance, civility and respect for the rights and sensibilities of each person without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Awareness of and sensitivity to diverse ethnic and cultural heritages are especially sought in applicants.*

*UWRF is an equal opportunity, affirmative action employer subject to all state and federal regulations pertaining to non-discrimination based upon sex, gender identity or expression, sexual orientation, race, color, national origin, religion, disability, marital status, age, arrest and/or conviction record, veteran status, and membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or the State of Wisconsin. All persons, especially women, persons of color, people with disabilities and protected veterans are encouraged to apply. Employment is subject to federal laws that require verification of your identity and legal right to work in the United States as required by the Immigration Reform and Control Act.*

For a copy of the UWRF campus safety information, see http:www.uwrf.edu/Police/CampusRecordsCrimes.cfm or call

University Police at (715) 425-3133 for a paper copy. This material includes crime statistics (Annual Security Report) and

information on crime prevention, sexual assault, and drug/alcohol issues.