



WAUKESHA COUNTY TECHNICAL COLLEGE
invites applications for the position of:

Manager, Financial Aid

An Equal Opportunity Employer

SALARY: \$66,671.00 - \$81,706.00 Annually

OPENING DATE: 11/09/18

CLOSING DATE: 11/22/18 11:59 PM

DESCRIPTION:

SUPERVISES: Administrative and functional supervision is exercised over five clerical and technical support positions.

SUMMARY: Under general supervision, to supervise the effective and efficient development and management of all federal, state and local financial aid and military education benefit programs for students in accordance with regulations, policies, and procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (INCLUDE, BUT NOT LIMITED TO):

1. Supervise departmental personnel to include interviewing, training, assigning work, evaluating, developing, and recommending personnel actions in accordance with College policies, procedures, and contractual agreements.
2. Interpret, develop, and administer policies and procedures to meet federal and state financial aid and military education benefit regulations and requirements for the application, awarding and disbursement of aid.
3. Monitor the completion and verification of student aid applications and the determination of financial aid eligibility, awards, and monitor the disbursement and expenditures of funds.
4. Develop, in compliance with College and Foundation guidelines, a scholarship awarding process. Award and monitor scholarships. Assist in information sharing for donor recognition.
5. Advise and assist students with unique or complicated financial situations, appeals, or debt management problems.
6. Prepare and manage the department budget in accordance with fund expenditures and College procedures and guidelines.
7. Comply and assist with state and federal external audits as scheduled.
8. Investigate and assist in development of alternative sources of funding such as donor scholarships, grants, foundation and government and private funding sources.
9. Coordinate services of the Financial Aid Office with other Student Services departments in providing financial aid and access to WCTC.
10. Conduct financial aid workshops and presentations at area high schools and colleges, and other related groups.
11. Participate as an active member of the Wisconsin Technical College's financial aid officers group. Establish and maintain contact with external agencies, colleges, professional organizations, and state representatives concerning financial aid and military education benefit

regulations and policies.

12. Develop, and maintain a comprehensive records and procedures in compliance with regulations and audit requirements.

13. Prepare and submit reports as required.

14. Administer the federal work-study program and serve as liaison for "on-campus" student employment.

MINIMUM QUALIFICATIONS:

Knowledge, Skill, and Ability Requirements

1. Knowledge of financial aid programs, regulations and processes.

2. Strong analytical and problem solving skills.

3. Knowledge of and ability to supervise employees.

4. Excellent communications and human relations skills.

5. Familiarity with Web technology and application processing as well as enterprise computer systems, preferably SunGard, SCT Higher Education Banner product.

Education and Experience Requirements

1. Bachelor's degree in Business or related field.

2. Three to five years of progressive financial aid experience, including supervisory responsibilities.

SUPPLEMENTAL INFORMATION:

The Manager of Financial Aid supports the department of Financial Aid and is available immediately.

All applicants (both internal and external) must attach the following to the completed online application for consideration, ***(applications that do not have the required attachments will not be considered)***:

1. Cover Letter

2. Resume

3. Proof of Education (diploma, unofficial/and or official transcripts)

Hours

This position is a full-time, 40 hours per week position with hours Monday through Friday 8:00 a.m. to 5:00 p.m.

Interviews

Selected candidates will be invited to interview on Thursday, December 6, 2018. Out of state candidates can choose to attend, or will have an option to use Skype. All candidates who are invited to the second interview MUST be in person. The second interview date is to be determined. Travel will be reimbursed up to \$300.00 *(for the second interview only)*.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wctc.edu>

OUR OFFICE IS LOCATED AT:

800 Main Street
Pewaukee, WI 53072
262-691-5565

lterry1@wctc.edu

Job #2018-11-08 (1)
MANAGER, FINANCIAL AID
SV

Manager, Financial Aid Supplemental Questionnaire

- * 1. Please describe your experience with Banner and/or other student information systems (SIS).
- * 2. Please explain your experience with the Department of Education's new academic program approval process and/or recertification process for Federal Student Aid eligibility.
- * Required Question