
Position Vacancy Announcement

Position: Financial Aid Advisor (Associate or No Prefix Advisor)

Appointment: Fixed Renewable, Non-Teaching Academic Staff

Desired Start Date: August 1, 2019

Description:

The Department of Financial Aid, Student Employment, and Military Education Benefits at UWM strives to provide effective and reliable service in support of the academic mission of the University. Members facilitate and support students and their families in meeting the financial costs of attaining a degree in higher education. A full-time fixed-renewable academic staff Advisor position is available in the Department of Financial Aid, Student Employment and Military Education Benefits.

Responsibilities:

This position will advise prospective and currently enrolled students, their parents, and other public entities that have contact with the Department of Financial Aid, Student Employment and Military Education Benefits. This individual will participate in outreach and awareness activities for the department, division, and university and will be expected as well to assist in the evaluation and implementation of policies and procedures for application review and analysis. This individual will perform needs assessment for financial aid applicants and participate as a team member in meeting established departmental goals and engage in professional activities.

Minimum Qualification: Successful candidates must possess:

- Bachelor's degree (degree must be granted by the date of hire). While the major field is not critical, majors in social work, student personnel, business, guidance, and counseling related fields would provide a strong background for this position.
- Prior financial aid or academic advising experience.

Mellencamp Hall, Room 162
P.O. Box 469
Milwaukee, WI
53201-0469
414 229-4541 phone
414 229-5699 fax
www4.uwm.edu/financialaid
finaid@uwm.edu

Preferred Qualifications:

- Master's degree or an equivalent advanced degree by the date of hire
- Excellent written communication skills
- Experience delivering quality customer service
- Experience with computer and database applications (e.g., word-processing, spreadsheet, and database programs)
- Experience working in a diverse work environment
- Bilingual language ability in Spanish
- Evidence of an ability to prioritize work and meet strict deadlines.

Salary/Pay Basis: Full-time position. Salary will commensurate based on level of educational and professional experience as designated within the UW-System's unclassified staff salary range 03 and includes a comprehensive Wisconsin Retirement System benefits package.

Application Procedure: Completed application materials must include:

- A letter of application addressing educational and professional level work experience and knowledge as it relates to all required and preferred qualifications as listed above
- A professional resume
- A document listing the names and contact information for three professional references.

In instances where the Search and Screen Committee is unable to ascertain from a candidate's application materials whether he/she meets any of the qualifications, he/she will be evaluated as not meeting such qualifications.

All application materials will be further evaluated as evidence of excellent written communication skills. Candidates chosen for an interview will be evaluated on verbal communication skills.

This is a continuous recruitment with an initial review date of July 1, 2019.

Applications received after June 30, 2019 may not be reviewed.

Contact information: Please direct questions or inquiries to Sue Minzloff by email skm@uwm.edu or by phone 414-229-2554.

Please visit here to apply: <http://jobs.uwm.edu/postings/29003>