

## POSITION ANNOUNCEMENT

University of Wisconsin - Platteville  
Director of Financial Aid

This position supports the mission and goals of the division of Student Affairs, the University of Wisconsin-Platteville, and the University of Wisconsin System.

### POSITION:

The Director of Financial Aid has the responsibility to provide leadership and effective management to ensure compliance with federal, state and institutional regulations, efficient processing of approximately 7,000 financial aid applications and the disbursement of over 40 million in financial aid funds. This position must exercise independent judgment and authority in evaluating and implementing regulatory requirements to prevent fiscal sanctions being placed on the institution. This position also has the responsibility of working closely with state and federal colleagues as it relates to all regulations that govern financial aid at UW-Platteville.

### QUALIFICATIONS

A bachelor's degree is required for this position. A minimum of five (5) years of experience of increasing responsibility and leadership in financial aid is required. Candidates must possess a comprehensive knowledge of federal financial aid programs and regulations.

Candidates will have demonstrated attention to detail and strong organizational skills. Excellent written, oral and interpersonal communication skills are required for the successful applicant. Candidates will have proven leadership and supervisory experience.

Candidates need to have a strong proficiency with technology and experience with PeopleSoft's financial aid module is preferred. Adaptability, flexibility, personal integrity and high ethical standards are necessary for this position.

Dedication to the needs of students and a commitment to providing excellent customer service are essential qualifications for candidates, along with an illustrated commitment of working with racially and socioeconomically diverse students.

### JOB DUTIES:

Provide leadership and coordination of all financial aid functions. Coordinate verification, review and packaging of student awards. Develop, implement, and coordinate federal and state financial aid policies and procedures. Responsible for federal and state financial aid funds management. Develop student budgets/cost of attendance. Maintain a knowledge and understanding of policies and procedures governing the Registrar, Cashier, Admission and Distance Education Offices. Develop and update consumer information. Serve as liaison when auditors are on campus. Supervise and evaluate financial aid staff to include hiring and training; Assistant

Director of Financial Aid, Financial Aid Counselors, Classified personnel, and Student workers. Embrace and support diversity as a part of the educational process. Complete required federal, state and institutional reports. Provide financial aid counseling to students and parents. Coordinate external financial aid resources with financial aid awarding. Coordinate general public information about financial aid through high school financial aid nights, College Goal Sunday, High School Counselor workshops. Maintain and implement upgrades to financial aid software (PeopleSoft, EdConnect, Scholarnet). Monitor Satisfactory Academic Progress of aid recipients. Attend UW System Financial Aid Directors Meeting. Maintain membership in state financial aid association (WASFAA) and national association (NASFAA). This position involves work expectations outside of normal UWP working hours; e.g. night hours, week-end commitments and out of town travel. Other duties and responsibilities as assigned.

#### CONTACT:

Applicants should submit (1) a letter of application that addresses all qualifications listed above, (2) a separate statement illustrating your commitment to racially and socioeconomically diverse student populations in higher education, and (3) a resume including three current references, including their relation to the applicant and contact information to: Sally Swindall, Administrative Services, University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818-3099 (Phone: 608-342-1226 / E-mail: [mergensal@uwplatt.edu](mailto:mergensal@uwplatt.edu)). To ensure full consideration apply by May 20, 2010. Applications received after May 20, 2010, will continue to be reviewed. Anticipated start date is July 1, 2010. Employment will require a criminal background check.

#### UW-PLATTEVILLE:

The University of Wisconsin-Platteville, founded in 1866, enrolls about 7,000 students in primarily undergraduate programs in 40 majors, including institutional emphasis areas of agriculture, criminal justice, education, engineering, and technology management. The University is recognized as a cultural and educational center for the tri-state region of Illinois, Iowa and Wisconsin <http://www.uwplatt.edu>.

#### PLATTEVILLE:

Platteville is a friendly, progressive community of 10,000 set in the beautiful rolling landscape of Southwest Wisconsin. It offers an excellent school system, high quality municipal and medical facilities, outstanding recreational opportunities, and a vibrant business/industrial community. More information is available at <http://www.platteville.com>.

The University of Wisconsin-Platteville, an equal opportunity, affirmative action employer, seeks to build a diverse faculty and staff and encourages applications from women and persons of color. The names of nominees and applicants who have not requested in writing that their identities be kept confidential, and of all finalists, will be released upon request. More information can be gained at <http://www.uwplatt.edu>. A complete position description announcement is at <http://www.uwplatt.edu/pers/>.