



A member of the University of Wisconsin System, UW-Stout serves approximately 9,000 in 20 graduate and 40 undergraduate programs. The university is located in Menomonie, situated in western Wisconsin, 60 minutes east of Minneapolis-St. Paul on Interstate 94. Located in the scenic Chippewa Valley Region with a population base of more than 200,000, Menomonie is a city of 16,000 surrounded by lakes, streams and woodlands.

## UW-Stout Assistant Director of Financial Aid

This annual, full time academic staff position reports to the Director of Financial Aid. Primary responsibilities include management of the Student Employment program and serving as the coordinator of financial aid file processing and supporting the work of the Senior Information Manager. The Assistant Director will also serve as team leader for the counseling staff, and will supervise other designated financial aid personnel. The successful candidate will also possess a proven record of communicating courteously and effectively with students, families, and staff.

### Responsibilities:

- Management of work study, Student Employment, and Job Location and Development program
- Serve as the supervisor and coordinator of financial aid processing and provide training as needed
- Support the work of the Senior Information Manager and provide assistance to staff as required
- Coordinate all requests for Financial Aid presentations on and off campus
- Responsible for maintaining office budget
- Responsible for the maintenance of the Policy and Procedure Manual
- Represent the Financial Aid Office in absence of the Director
- Ability to deal with difficult or sensitive student or parent situations

### Qualifications:

- Bachelor's Degree required
- 3-5 years experience in financial aid in a post secondary education setting
- 3-5 years working with an integrated student information system
- 3-5 years of progressively responsible leadership in higher education
- Good verbal and written communication skills

### Preferred qualifications:

- Working knowledge of PeopleSoft Student Information System

Completed applications must be postmarked by June 22, 2010. Screening may continue until the position is filled.

Send letter of application, resume, and the names, addresses, and phone numbers of three references to:

Financial Aid Search Committee  
Financial Aid Office, University of Wisconsin-Stout  
802 S Broadway, 210 Bowman Hall  
Menomonie, WI 54751  
Phone 715.232.1363  
Fax 715.232.5246

University of Wisconsin-Stout is a 2001 Baldrige Award Recipient, supporting a progressive, learning-centered, quality-based educational environment that is focused on continuous improvement. A leader in adopting new technology, UW-Stout is a digital campus and all faculty and staff are required to use available technology in their positions including course delivery. Increasingly, courses are offered via alternative delivery methods and time frames. Faculty members are responsible for teaching, advising, research and scholarly activity, and service. As an equal employment opportunity & affirmative action employer, UW-Stout is committed to inclusive excellence and is actively seeking applications from individuals from diverse groups. In compliance with the Wisconsin Fair Employment Act, employment will be contingent upon a criminal background check.

For information about University of Wisconsin-Stout, go to: <http://www.uwstout.edu>  
For vacancy announcements, go to: <http://www.uwstout.edu> and click on "Employment at Stout"  
For information about our community, visit: <http://www.uwstout.edu/community.shtml>  
For information about the Chippewa Valley region, visit: <http://www.chippewavalley.org>

