



BRYANT & STRATTON COLLEGE
JOB POSTING
INTERNAL/EXTERNAL

POSITION: Financial Aid Manager
HOURS/STATUS: Full-time; Includes some nights and occasional Saturdays
REPORTS TO: Market Business Office Director
START DATE: May 2010
LOCATION: Wauwatosa Campus

Essential Functions and Duties:

- Interpret regulatory criteria, standards and policy and procedures to meet or exceed requirements to achieve compliance
- Manage financial aid document retention and archive. Maintain records to include files for active and inactive students
- Manage department to ensure accurate and efficient packaging, awarding and advising of students on financial aid.
- Ensure all financial deadlines are met
- Process student refunds in a timely manner
- Actively participate to ensure timely deliver of assistance and services given to students
- Balance demands for applicant and student entrance with regulatory requirements
- Motivate staff to perform duties in a manner that is congruent with the Colleges vision, standards and ethics.
- Cross train staff to provide efficient and effective customer service to our students, associates and systems personnel.
- Any other duties assigned by the Market Business Office Director.

Education and Qualifications:

- Bachelor degree required.
- Five years experience in Financial Aid processing and packaging of students/awards, preferred.
- Five years experience in compliance and regulation.
- Five years experience in supervision of staff.
- Skills in planning, prioritizing, problem solving, scheduling, evaluating, organizing, and budgeting.
- Excellent communication skills with the ability to motivate and work with diverse groups.
- Strong technology skills, attention to detail and accuracy are a must.
- Experience with regulatory agencies and customer driven environments very helpful.
- Must thrive on working in a fast-paced multi-tasked environment where attention to detail is a must.
- Must possess a drive for excellence.

Application Process:

Position will remain open until filled. Submit cover letter, resume and unofficial transcripts to:

Bryant and Stratton College
310 W. Wisconsin Avenue, Suite 500 East
Milwaukee, WI 53203
(414) 276-3923 (fax)
mke-hr@bryantstratton.edu

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