

POSITION TITLE: Assistant Student Financial Aid Manager
DIVISION: Fiscal Services
REPORTS TO: Financial Aid Manager
CLASSIFICATION: Exempt
POSTING DATE: January 12, 2017

INTERNAL/EXTERNAL POSTING

SUMMARY:
 Assist in managing financial aid services. Responsibilities may include administering financial aid programs in compliance with regulations; developing procedures for awarding financial aid to students; providing financial aid information to students and parents; awarding financial aid packages in accordance with policies and procedures; assist in preparing federal and/or state reports related to financial aid; assist in processing financial aid appeals; developing procedures for distributing and collecting applications related to financial aid; and assist in balancing federal and state funds.

ESSENTIAL DUTIES: (include the following. Other duties may be assigned.)

1.	Assists in administering Federal and State financial aid programs in compliance with Title IV regulations; duties may include, but are not limited to, establishing processes to ensure legitimate awarding of financial aid; assessing student eligibility; adjusting financial aid awards and budgets to comply with current policies, laws, and regulations; verifying student information; and processing student notifications
2.	Provides customer service to current and prospective students and/or parents; work may involve addressing inquiries related to the financial aid process
3.	Assists in establishing and monitoring policies and procedures to promote and ensure the timely completion of the financial aid application process; duties include, but are not limited to, ensuring that financial aid publications are accurate, consistent, and clear; ensuring timely operations of the financial aid process; and designing financial aid workshops for students and parents
4.	Assists in preparing and processing reports and forms; duties could include preparing federal and/or state reports related to financial aid and processing financial aid appeal forms. This could include IPEDS, FISAP, and WISSIS reporting.
5.	Balances federal and state funds; work may involve accessing appropriate websites to check totals, updating students, balancing disbursements per the US Department of Education guidelines, and correcting origination and disbursement errors
6.	Acts as lead-worker by assigning work and participating in various supervisory responsibilities to include evaluating and signing performance reviews, approve timecards, conduct job interviews, and reward/discipline employees working in Financial Aid/Bursar office.
7.	Assists with financial aid disbursement days and verification of financial aid files as needed. Serves as backup for processing disbursements.
8.	Attend state and federal financial aid conferences and meetings.
9.	Assist in managing Satisfactory Academic Progress (SAP) appeals and timeframe appeals.
10.	Responsible for initial Return to Title IV calculations.
11.	Assist in managing the Department of Education's Program Participation Agreement renewal process.
12.	Performs other duties as assigned.

TRAINING AND EXPERIENCE:
 Bachelor's degree in Business or related field and 3 years of equivalent level experience in financial aid services; or equivalent combination of education and experience.

<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Financial aid procedures and practices; • Financial aid programs; • Applicable Federal, State, and local laws, rules, and regulations; • Customer service principles; • Budgeting principles; • Methods of preparing related documents; • Automated registration and admissions databases; • Program management principles; • Applicable computers and software; • Contract and agreement requirements. 	<p>SKILLS:</p> <ul style="list-style-type: none"> • Applying applicable laws, rules and regulations; • Processing financial aid applications; • Providing customer service; • Reconciling and monitoring scholarship and loan funds; • Using a computer and related software applications; • Prioritizing and assigning work; • Utilizing automated registration and admissions database systems; • Compiling, preparing, and analyzing a variety of complex data and reports; • Interpreting departmental procedures and policies; • Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
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PHYSICAL REQUIREMENTS:
 Position may require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

APPLICATIONS:
 Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

CLOSING DATE FOR APPLICATIONS: January 28, 2018
STARTING DATE: As soon as possible
SALARY BAND: C42, Range \$47,777 - \$66,888

BENEFITS/SERVICES: Our comprehensive benefit package includes the following and much more:

• Health Insurance	• Dental Insurance
• Life Insurance	• Long-Term Disability
• Health Savings Account	• Health Club Access
• Wisconsin Retirement System Contribution	• On-campus day care (hourly rate charged)

SELECTION PROCESS: The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.