UNIVERSITY OF WISCONSIN-SUPERIOR
DIRECTOR OF FINANCIAL AID
POSITION DESCRIPTION

Working Title: Director of Financial Aid
Hayes Hill Title/Level: Director, Financial Aid (M), 12-month Limited Appointment, 1.0 FTE
Position Reports To: Vice Chancellor for Administration & Finance

Position Summary:
The Director of Financial Aid reports to the Vice Chancellor for Administration & Finance and is responsible for the mission, administration, policies, awarding, and disbursement (via Business Services) of all student financial aid, including scholarships. In carrying out this mission, the director engages in management activities that include, but are not limited to: strategic planning, outreach, personnel, budget and resources management, and continuous improvement assessment of the unit’s operations in all areas.

Duties and Responsibilities:
1. Accountable for the administration, policies, packaging and disbursement of all student financial aid, including scholarships and student work programs
2. Ensure exception-free financial aid audits and program reviews by interpreting and implementing statutory, regulatory, and institutional policy requirements that pertain to programs administered by the financial aid office
3. Communicate changes in regulations that impact the university and its students to the university’s executive team
4. Administer all institutional scholarships according to institutional guidelines
5. Develop financial aid strategies to help the university fulfill its educational mission and enrollment goals while meeting the needs of a diverse student population
6. Develop a financial literacy program to educate students about student loan debt
7. Recruit, supervise, and oversee training of the financial aid staff
8. Demonstrated ability to lead, motivate, and support professional staff members
9. Coordinate activities and teamwork with staff in conjunction with the admissions process
10. Management activities including, but not limited to, strategic planning, outreach, personnel, budget and resource management, and continuous improvement assessment of the unit’s operations in all areas

Knowledge, Skills, and Abilities:
- In depth knowledge of and proficiency with computer based financial aid system and student information systems.
- In depth knowledge of federal and state financial aid regulations.
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Strong leadership and administrative skills including planning, budgeting, resource management, marketing and supervision.
- Skill in the articulation of financial aid programs to parents, students, and campus administrators.
- Strong analytical and critical thinking, project management, problem recognition and resolution skills.
- Excellent organizational and analytical skills.
- Ability to effectively develop and implement financial aid policies.
- Ability to lead a team of professional staff, serve as an internal resource and consultant, and work collaboratively with a wide array of faculty, staff and/or administrators and with the enrollment management team.
- Ability to communicate effectively, both verbally and in writing.

Minimum Qualifications:
- Bachelor’s degree in a relevant field
- Five years experience in post-secondary financial aid
Preferred Qualifications:

- Financial Aid professional staff supervisory experience
- Experience with People Soft Student Information System