Working Title/Official Title: Payroll and Benefits Specialist
Type of Appointment: 100% University Staff, annual appointment
Position Reports to: Director, Financial Aid

Position Summary:
Reporting to the Director of Financial Aid, this position primarily coordinates all functions of Student Employment, including payroll, as well as the Job, Location and Development (JLD) program. Approximately 750 work-study and student assist contracts are established each academic year. In addition, approximately 450 students are payrolled each pay period. This position relies somewhat on student financial aid processing knowledge. Additionally, this person will assume some general support responsibilities to ensure successful operation of the Financial Aid Office and compliance with federal regulatory requirements.

Duties and Responsibilities:

Student Employment Program Coordination
- Ensure compliance with all applicable state, federal, and international laws
- Ensure compliance with campus employment policies
- Train and advise student supervisors
- Coordinate National Student Employment Week activities
- Review and approve Jacket Jobs pending requests
- Maintain payroll files, per federal, System, and institutional guidelines
- Provide data for requests, as necessary
- Process direct retros as needed to reconcile accounts for student assist

Work study Program Coordination
- Manage all aspects of off-campus community service work study, America Reads and Math Counts programs, including site visits
- Work with the Center for Community Engaged Learning to coordinate off-campus employer opportunities.
- Work with Director and Budget Analyst to monitor annual work study spending
- Process direct retros as needed to reconcile accounts for work study

Student Employment Processing (backed up by Human Resources staff)
- Student payroll bi-weekly processing
- Create and maintain appointments in HRS
- HRS administration
- Serve as the Glacier Administrator for student employees

Coordinate Job, Locate, and Development program (JLD)
- Review federal requirement of program and update or implement as necessary
- Coordinate with Career Services to make contacts with prospective employers
- Collect student/employer data when hire occurs
- Process year end reports for submission to the Department of Education

Campus financial literacy efforts
- Serve as primary Financial Literacy Program vendor contact
- Manage financial literacy requirements for aid programs, as necessary
- Promote financial literacy tool on campus (SOAR, WoW, in classroom, etc)
- Prepare and deliver financial literacy presentations
Other duties as assigned, including:

- Represent University, Student Employment, and FAO at seminars, workshops and conferences
- Respond with a high level of knowledge to telephone and walk-in inquiries about a wide range of financial aid matters
- Counsel students and in person or by phone regarding their Financial Aid concerns, or direct them appropriately
- When interacting with student employees, also review application, awarding, and financial aid status in PS to advise
- Keep informed on financial aid regulations, which includes receiving training on new, annual regulations.
- Serve as TAM back-up for Human Resources
- Process review/improvement; work to improve efficiencies

**Knowledge, Skills and Requirements:**

- Ability to work with confidential and sensitive information and records
- Ability to commit to the highest ethical standards
- Knowledge of, and experience in, project management and business process improvement
- Excellent analytical and problem solving skills, along with demonstrated attention to detail
- Exhibit good judgment in decision making
- Effective oral and written communication skills including group facilitation and group presentation
- Considerable experience with MS Office
- Working knowledge of FERPA rules and regulations and ability to ensure compliance
- Ability to maintain accuracy and detail amidst interruptions and under pressure
- Ability to work well with diverse people and groups with different levels of technical ability
- Skill in effective leadership, teamwork, customer service and professionalism
- Ability to work nights and weekends as needed

**Required Qualifications:**

- High school diploma/GED

**Preferred Qualifications:**

- Bachelor’s degree from an accredited institution
- Experience using HRS (customized program for payroll processing)
- Knowledge of payroll policies
- Customer service experience
- Experience in higher education
- Experience using PeopleSoft Student Administration software
- Experience using an Imaging System