UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Student Employment Coordinator
(Student Services Program Manager I)

Position Summary:
Reporting to the Director of Financial Aid, this position primarily coordinates all functions of Student Employment, as well as the Job, Location and Development (JLD) program. Approximately 750 work-study and student assist contracts are established each academic year. This position also relies 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
- Develop and implement effective student-centered employment policies collaboratively with other campus personnel, as needed
- Ensure compliance with all applicable institutional, state, federal, and international laws
- Train and advise student supervisors
- Coordinate National Student Employment Week activities
- Review and approve Handshake pending requests
- Provide data for requests, as necessary
- Process direct retros as needed to reconcile accounts for student assist
- Promote student employment to students, parents and employers and maintain website content

Federal College 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 other campus entities to coordinate off-campus employer opportunities.
- Work with Financial Aid Director and Budget Analyst to monitor annual work study spending
- Process direct retros as needed to reconcile accounts for work study

Student Employment Processing
- Campus liaison to UW Shared Services for all student bi-weekly payroll processing
- Create and maintain appointments in HRS; backed up by UW-Superior Human Resources
- HRS administration; backed up by UW-Superior Human Resources

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
GLACIER
- Administer GLACIER for international student employees and scholarship recipients
- Process Lump Sum payments for International Scholarship Recipients; payments made through HRS

Financial Aid
- Counsel students in person, phone or email 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 and updates.
- Back-up or assist with Financial Aid Office front desk, as needed.

Other duties as assigned, including:
- Participate in campus functions as it relates to student employment.
- Represent University and Student Employment at seminars, workshops and conferences.
- Process review/improvement; work to improve efficiencies.
- Complete training and professional development as assigned
- Complete other duties as assigned

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:
- Bachelor’s degree from an accredited institution

Preferred Qualifications:
- Experience using HRS (customized HRIS program for employment processing)
- Knowledge of employment policies
- Customer service experience
- Experience in higher education
- Experience using PeopleSoft Student Administration software
- Experience using an Imaging System
- Financial Aid knowledge