



Posting Date: May 2019

Position: Assistant Director of Financial Aid

Department: Financial Aid

Hours per Week: Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being ranked higher than any other college in Wisconsin in its “Strong Commitment to Teaching” category for the ninth consecutive year.

This is a full time exempt staff position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Administer financial aid programs and services as assigned by Director in keeping with federal, state, and institutional guidelines and regulations. Maintain proactive and positive working relationships with other College departments and governmental agencies related to financial aid programs. Share workload with financial aid staff to provide aid processing and counseling services to students and their families.

Qualifications

- Minimum 4 years of full time work and progressive responsibilities in financial aid with a proven track record including knowledge of policies related to awarding funds and federal and state regulations pertaining to financial aid.
- Excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports, newsletters and general correspondence.
- Strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
- The ability to work with and maintain confidential information.
- A working knowledge of Microsoft Office and electronic financial aid management/database systems.



- Willingness and ability to occasionally travel and work some evenings and weekends.
- Ability to work independently, as well as collaborate with others.
- Strong problem-solving skills including the ability to develop innovative approaches and ideas to meet challenges with resourcefulness.
- Willingness to take initiative and ownership of tasks and accountability for their completion.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

Education

Bachelor's degree required.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Please attach a cover letter, current resume, and names and contact information for at least three professional references.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity