



UNIVERSITY OF WISCONSIN  
**PLATTEVILLE**



Announces a National Search for the

# Director of Financial Aid





The University of Wisconsin-Platteville seeks an experienced administrator to serve as **Director of Financial Aid**. Reporting to the Vice Chancellor for Enrollment and Student Success, the Director of Financial Aid is responsible for providing leadership and having a comprehensive knowledge of federal, state, and institutional regulations that pertain to student financial aid program administration. Applications and nominations are being accepted.



## The Opportunity

The Director of Financial Aid (Director) oversees financial counseling, needs analysis, and all other related processing to ensure appropriate student funding of educational expenses. The Director trains, develops, and evaluates financial aid office staff to ensure accurate and efficient customer service for students, parents, and campus constituents.

## Other Responsibilities

- Manage campus student financial aid processes to ensure financial compliance with university objectives and federal, state, NCAA, and institutional regulations.
- Provide leadership and coordination of all financial aid processes.
- Develop, implement, and coordinate federal and state financial aid policies and procedures.
- Manage the financial aid process to ensure student files are processed in a high-quality manner and funds

are processed accurately and in accordance with federal regulations.

- Maintain a knowledge and understanding of policies and procedures governing the Registrar, Cashier, Admission, and Distance Education offices.
- Serve as liaison when auditors are on campus.
- Supervise and evaluate financial aid staff to include hiring and training of Assistant Director of Financial Aid, Financial Aid counselors, classified personnel, and student workers.
- Provide oversight to institutional scholarship and grant programs.
- Work in conjunction with the Cashier's Office to ensure timely reconciliation of Title IV Funds.
- Develop student budgets/cost of attendance.
- Coordinate general public information about financial aid through high school financial aid nights, College Goal Wisconsin, and

High School Counselor workshops.

- Embrace and support diversity as a part of the educational process.
- Complete required federal, state, and institutional reports.
- Provide financial aid counseling to students and parents.
- Coordinate external financial aid resources with financial aid awarding.
- Maintain and implement upgrades to financial aid software.
- Monitor the management of Satisfactory Academic Progress of aid recipients.
- Attend the UW System Financial Aid Directors Meeting.
- Maintain membership in state financial aid association (WASFAA) and national association (NASFAA).

## Qualifications

An earned master's degree and a minimum of five years of increased administrative experience and leadership in a financial aid office are required. Candidates must possess a comprehensive knowledge of federal and state financial aid programs and regulations.

Other requirements include:

- Demonstrated leadership and supervisory skills
- Excellent interpersonal communication and organizational skills
- Strong technology proficiency
- High level of understanding of administering a comprehensive student financial aid program
- Adaptability, personal integrity, and high ethical standards
- An illustrated commitment of working with racially and socioeconomically diverse students
- Dedication to the needs of students
- Commitment to providing excellent customer service

## Preferred Skills

- Experience with PeopleSoft's financial aid module



## UNIVERSITY OF WISCONSIN - PLATTEVILLE MISSION STATEMENT

The University of Wisconsin-Platteville provides associate, baccalaureate, and master's degree programs in a broad spectrum of disciplines including: science, technology, engineering, and mathematics; criminal justice; education; business; agriculture; and the liberal arts. We promote excellence by using a personal, hands-on approach to empower each student to become broader in perspective, intellectually more astute, ethically more responsible, and to contribute wisely as an accomplished professional and knowledgeable citizen in a diverse global community.

### Financial Aid Office

The Financial Aid Office at the University of Wisconsin-Platteville assists students in financing their educational expenses through state, federal and institutional programs. Staff strive to embrace emerging technologies and uphold the highest level of professionalism, confidentiality, honesty, and integrity. The office supports the overall mission of the university by seeking to enhance enrollment, increase retention, and encourage the academic success of students while adhering to federal, state, and institutional regulations.

Among the services of the office are the administering of several types of aid, including grants, loans, scholarships, and Federal Work-study. Approximately 77 percent of undergraduate students received financial aid during the 2016-17 academic year. The average amount awarded was \$9,862.

Additional programs administered through other offices on campus include:

- Regular Student Employment: Student employment positions on campus are administered through Human Resources.
- Veteran's Programs: Assistance and information on benefits and local, state, and federal resources for veterans, service members, and military dependents.
- Tri-State Initiative: A discount on out-of-state tuition for eligible Illinois and Iowa students.

- Minnesota/Wisconsin Reciprocity: A tuition reciprocity agreement between Wisconsin and Minnesota stipulates that residents of Minnesota can attend Wisconsin institutions at the approved reciprocity tuition rate.
- Division of Vocational Rehabilitation: Students with disabilities may be eligible for DVR benefits.

The Financial Aid Office also serves as a resource for prospective and current students, families, and members of the campus community, providing information and access to financial literacy education.

Staff are committed to helping students gain a better understanding of personal finance and the basics of money management, empowering them to make informed financial decisions throughout college and beyond.

### About UW-Platteville

UW-Platteville began in 1866 as the first state teacher preparation institution in Wisconsin, then called the Platteville Normal School.

The university also has roots in the Wisconsin Mining Trade School, established in 1907 to train specialized technicians to work in the mining operations surrounding Platteville. In 1917, a third year was added to the curriculum, making the Wisconsin Mining School the first school in the United States to offer a three-year course in mining engineering, upon completion of which a student received a diploma.

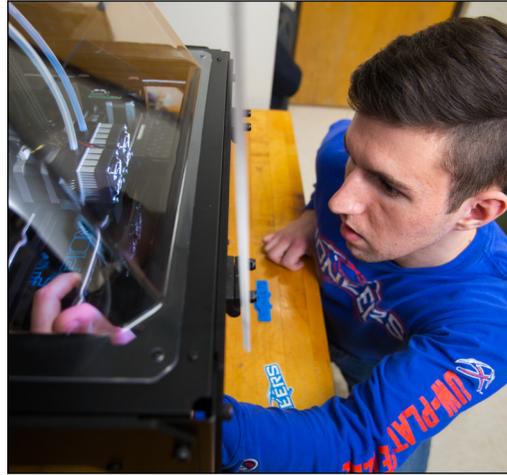
The mining school became the Wisconsin Institute of Technology in 1939 and later merged with the Platteville State Teachers College in 1959 to become the Wisconsin State College and Institute of Technology

## University of Wisconsin-Platteville

### Quick Facts

- **Founded:** 1866
- **Campus:** 821 acres
  - 400-acre education/research farm
  - 20 academic/services buildings
  - 13 residential facilities
- **Undergraduate programs (on-campus):**
  - 41 Majors; 4 Minors
  - 17 Pre-Professional
- **Graduate programs (on-campus):** 2
- **Distance education programs:**
  - 2 undergraduate; 5 graduate
- **Total enrollment:** 8,693\*
  - Undergraduate - 7,793
  - Graduate - 900
- **Student/faculty ratio:** 20:1
- **Average class size:** 25
- **Student clubs and organizations:** 200+
- **Varsity athletics:** 16
  - NCAA Division III
  - Wisconsin Intercollegiate Athletic Conference (WIAC)

*\*Fall 2016 10th Day Enrollment Statistics*



at Platteville. In 1966, the name was changed again to the Wisconsin State University-Platteville. The university and all other public institutions of higher education in Wisconsin merged in 1971 to form the University of Wisconsin System, governed by a single Board of Regents. As a result of the merger, the university experienced its most recent name change to the University of Wisconsin-Platteville. UW-Platteville is one of 13 comprehensive four-year universities in the UW System.

For 150 years, UW-Platteville has provided students with an affordable, high-quality education and preparation for in-demand career fields. Today, total enrollment is approximately 8,700 students in its undergraduate, graduate, and online programs.

The university offers a variety of academic programs across three colleges: Business, Industry, Life Science and Agriculture; Engineering, Mathematics and Science; and Liberal Arts and Education. Top academic areas include agriculture, biology, business, criminal justice, education, engineering, and industrial technology.



UW-Platteville has been consistently named as a Best Value School in the annual *Payscale College ROI Report*. According to its most recent findings on return on investment in the state of Wisconsin, UW-Platteville ranks first in annual ROI and second in 20-year net ROI.

*AffordableColleges.com* recently ranked two UW-Platteville Online master's degree programs in the top five of their respective categories as being one of the

most affordable online degree programs in the United States.

## Platteville, Wisconsin

UW-Platteville is located in the City of Platteville, a community of more than 11,000 residents. Nestled in the southwest corner of Wisconsin, less than 30 miles from Illinois and Iowa, Platteville is a regional retail center and offers excellent medical facilities.

## Application and Nomination Process

Confidential inquiries are welcomed and nominations are invited.

1. **To apply**, submit:
  - a) A letter of interest
  - b) Resume
  - c) At least five references with full contact information, including emails (References will not be contacted without consent from applicants.)

### 2. **Submit applications to [UWPlatt@myersmcrac.com](mailto:UWPlatt@myersmcrac.com)**

Review of materials begins immediately. For best consideration, application materials should be received by **October 15, 2017**.

Submit nominations with complete contact information, including email address, on the individual to **[UWPlatt-Nomination@myersmcrac.com](mailto:UWPlatt-Nomination@myersmcrac.com)**

**Tom Estes**, Senior Vice President, and **Emily Parker Myers**, CEO, of **Myers McRae Executive Search and Consulting** are assisting UW-Platteville with this search.



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*It is the policy of the University of Wisconsin-Platteville to provide equal employment opportunity to all individuals regardless of race, color, creed, sex, sexual orientation, age, national origin, ancestry, disability, marital status, pregnancy, political affiliation, arrest or conviction record, identity as a veteran, disabled veteran, Vietnam-era veteran, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state.*