

**WESTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY**

**Assistant to the Director of Student Financial Services**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Student Financial Services  
Danbury, CT - Midtown Campus

**Salary:** \$40,871/minimum annual salary

**Hours:** Monday – Friday, 8:00 a.m. – 4:30 p.m.\*

**Job Posting No:** 056282

**Closing Date:** Wednesday, September 10, 2014

The Assistant to the Director helps the Director in the operation of the Office of Student Financial Services, including the processing and awarding of federal, state, and institutional funds. Additional responsibilities include assisting with implementing policy and procedures, coordinating deferments of tuition, fees, and room and board, and coordinating student employment programs.

**Minimum Qualifications:** Bachelor's degree is required as is two years of student services experience, preferably in a financial aid office. Excellent customer service, analytic, and organizational skills are also required. Demonstrated ability to relate to students, parents, and college staff and to handle complex information is required. Proficiency using computer technology in an educational or business environment is required as are strong organizational skills. As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

**Minimum Starting salary:** \$40,871 plus comprehensive benefit package. Additional information can be found on our website at [www.wcsu.edu/hr/benefits](http://www.wcsu.edu/hr/benefits). Once on this website select the Administrative Faculty employment group.

**Application Instructions:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Peggy Boyle, Assistant Director of Human Resources – Recruitment. In email subject line of reference: Your Last Name – Assistant to the Director - SFS. Submit your email, with the one attachment to [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). Applications must be received no later than **September 10, 2014** in order to be considered. Late applications will not be accepted. WCSU is AA EO Employer/Educator.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.