

Department: Student Financial Assistance

Locations: Bowling Green, KY

Posted: Aug 12, '16

Type: Full-time

Ref. No.: 997893

About Western Kentucky University:

Western Kentucky University aspires to be the University of choice for faculty and staff who are dedicated to helping advance academic excellence. True to its spirit, WKU offers an inviting, nurturing, and challenging work environment, which is responsive to the needs of a diverse and ambitious learning community. WKU's main campus is located on a hill overlooking the city of Bowling Green (population est. 60,000), and is acclaimed as one of the most beautiful in the nation. In addition, WKU serves the communities of Elizabethtown/Fort Knox, Glasgow and Owensboro through its regional campuses. We invite you to consider WKU as a place where your academic and professional dreams can be realized.

Job Description:

The Department of Student Financial Assistance seeks applications for a Coordinator, Veterans Programs. The selected individual will be responsible for coordinating veteran aid programs in accordance to governing federal and state regulations and reports directly to the Assistant Director of Scholarships in the Department of Student Financial Assistance.

Primary Duties and Responsibilities:

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

*Establishing and maintaining infrastructure for processing and certification for payment of veterans benefits both directly and from a supervisory capacity

*Counseling students regarding VA programs and financial assistance programs

*Processing of payments with regard to billing and reconciliation

*Working with Office of Veterans Affairs and their constituents regarding completion of requirements for benefits

*Ensuring institutional compliance and accountability with regulations pertaining to VA policies

*Continually reviewing, modifying and enforcing policy and procedure revisions necessary for VA Programs

*Developing annual strategies for effective and efficient delivery of

VA program services to students and families pertaining specifically to educational benefits

*Creation and management of information materials (website/correspondence) specific to VA programs

*Outreach to VA population through newsletter, regional campus training, and statistical data

*Providing on-going training opportunities for staff within the department regarding VA processes and procedures

*Managing various semester-end audits and the annual VA Audit relating to VA programs

Requirements:

*Bachelor's degree

*Knowledge of state and federal regulations pertaining to VA programs

*Experience with reconciliation

*Experience making professional judgment decisions in accordance with governing regulations

*Proven and successful supervisory skills

Additional Information:

Salary Grade: 107 Expected Salary Range: \$29,858 - \$31,000

Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Employment Opportunity/Affirmative Action/University ADA Services at (270) 745 - 5121, a minimum of five working days in advance.

Application Instructions:The following items must be submitted through this electronic talent management system:

*Cover Letter*Resume

You will receive email confirmation that your submission has been received. The candidate review process will generally begin as materials are received. The expected hire date is on or about September 1, 2016.

Apply online at: <http://www.wku.edu/employment/>