

WINONA STATE UNIVERSITY, Winona, MN

Winona State University invites you to join our Community of Learners as a Warrior Hub Specialist. This position is full-time during the academic year and part-time (20 hours/week) during the months of June and July. As a Warrior Hub Specialist, you will be responsible for providing professional services related to Registrar & Financial Aid functions within the Warrior Hub Enrollment Service Center. Specific duties associated with this position include: (1) coordinating projects related to registration, degree posting, course substitutions, transfer credits, DARS, consortium, registration appeals, Financial Aid Study Away Counseling, term course updates, curriculum updates and classroom management; (2) working with our current and prospective students and their parents/families, guests, faculty and staff, and the general public; (3) knowledgeable of the overall university policies, procedures, and functions, in particular those of academic, financial aid, and student support services; (4) delivering services on behalf of all departments in Integrated Academic Services when the Warrior Hub Specialist operates via rotation through the Warrior Hub Enrollment Service Center. Minimum qualifications for this position include a bachelor's degree and at least two years of experience in in professional guest or service related relations, information management, project coordination, student development, or enrollment services. For a complete job description and information on applying for this position, please go to www.governmentjobs.com/careers/winona. Review of applications begins 12/27/2018.

WSU is a member of the Minnesota State Colleges and Universities and is an equal opportunity educator and employer.