



The University of Illinois at Chicago Executive Director of Student Financial Aid and Scholarships

Introduction

The University of Illinois at Chicago (UIC) seeks a visionary leader to serve as the next Executive Director of Student Financial Aid and Scholarships. Building on its excellent reputation as Chicago's public research university, the Executive Director (ED) will oversee an array of federal, state and institutional programs. The University seeks candidates who are innovative and accomplished leaders in their field and have a strong commitment to excellence and high-quality customer service.

Position Summary

Reporting to the Vice Chancellor for Student Affairs, the Executive Director leads the Office of Student Financial Aid (OSFA) by establishing, implementing and evaluating financial aid operations, programs and processes for the campus. The ED oversees the administration of federal, state, and institutional aid, approximately \$500 million disbursed to over 23,000 students. He or she serves as the main consultant to university administrators on financial aid related matters and compliance issues and serves as a key member and consultant to the campus Financial Aid Committee (FAC). This committee addresses organizational and policy issues, the impact of financial aid on student enrollment, and compliance issues related to running a student financial aid program.

With over 30 employees and 5 direct reports the ED has responsibility for all financial aid areas as well as scholarships. Reporting directly to the ED include the Associate Directors of Student Services, Reconciliation, and Special Programs.

Division of Student Affairs and the Office of Student Financial Aid

The Office of Student Financial Aid is nested inside the Division of Student Affairs as it is a critical component of the student experience. Student Affairs provides access to excellence by offering students a wide range of out-of-class experiences that build skills in preparation for high levels of academic achievement. The staff works diligently to remove barriers to success and the OSFA is an integral part of that system. This is clearly defined in the mission and vision statements of the Division:

Mission Statement

To cultivate intentional engagement in partnership with and on behalf of each student by creating purposeful learning opportunities through innovative programs, supportive services, and welcoming spaces in an inclusive community on campus and in Chicago.

Vision Statement

To provide the premiere urban University student experience.

In addition to financial aid, students may also be eligible as freshmen and as continuing students for a variety of scholarships. More information on scholarships can be found at <http://vcsa.uic.edu/scholarships>.

About the University of Illinois at Chicago

Located in the heart of one of the world's great cities, the University of Illinois at Chicago is a vital part of the educational, technological and cultural fabric of the region. As Chicago's only public research university with 29,000 students, 15 colleges, a hospital and a health sciences system, UIC provides access to excellence and opportunity. With over 2,800 faculty members that include American Association for the Advancement of Science fellows, Fulbright scholars, and National Science Foundation Career Award winners and a low 1-to-18 faculty-student ratio, UIC undergraduates have exceptional access to the scientists, artists, writers, clinicians, educators and innovators whose work shapes our world. UIC offers 86 undergraduate degrees and more than 70 minors in addition to 94 master's and 62 doctoral degree programs. Professional doctorates are available in the applied health sciences, dentistry, medicine, nursing and pharmacy.

As Chicago's only public research university, real-world problems are solved through innovation and discovery. Research at UIC is re-shaping educational policy; developing cleaner, more sustainable energy; helping to make sense of today's vast amounts of computer-generated data; and driving economic development by moving research to practical application. Outstanding programs range from the creation of new medical diagnostic techniques to turning carbon dioxide into fuel. In leveraging a wealth of knowledge in varied backgrounds, UIC researchers are developing new ideas every day to transform lives and with \$228M of its total \$267M of sponsored research awarded by the federal government, the University is one of the nation's top federally funded public research universities.

By almost every measure, UIC is a key driver in the economic vitality of the city and the state and in fiscal year 2013, UIC added \$4 billion to the Illinois economy. UIC also leaves its mark on the city and state as the second largest university employer in Chicago and is invested in the community by providing free health care to under-served populations.

UIC further strives to expand its impact by supporting and sustaining innovation on campus. Through IllinoisVentures, LLC and EnterpriseWorks Chicago, UIC provides inventors and innovators with the funding and the structure to help drive ideas forward that will have a positive impact on its community, its city, the state of Illinois, and the world.

With the nation's largest college of medicine and colleges of dentistry, pharmacy, public health, nursing, and applied health sciences, UIC is the state's principal educator of health professionals. In every college, UIC faculty, students, and staff work with neighborhood, foundation, and government partners on a wide range of projects to improve the quality of life in metropolitan areas around the world. By emphasizing practical research along with a commitment to students who reflect the diversity of the United States, UIC sets a high standard for the dynamic, vibrant, and engaged 21st century urban university. For more information regarding the University of Illinois at Chicago, please visit <http://www.uic.edu/>.

Opportunities and Challenges

- Joining a newly constituted leadership team at the university and in the division, the Executive Director (ED) will play an integral role in developing a strategy for continued enrollment growth and in sustaining high levels of retention.
- Lending expertise to the allocation of ongoing award packages, the ED will have the opportunity to assess the effectiveness of the current structure and to contribute to a more strategic approach that will affect students throughout their academic experience at UIC.
- The ED will work with the enrollment management team to assist with building strategies for targeted recruitment that result in continued balanced access for all students.
- In collaboration with the advancement team, the ED will assist in the development of new scholarship dollars targeted for incoming students without negatively affecting current students. This will ultimately lead to a more robust general scholarship fund.
- The ED will support the ongoing efforts of the student affairs staff to build a highly engaged student body. This involvement includes campus based activities and extends inside the greater community.
- The ED will generate and provide data to appropriate parties that assist with strategic enrollment initiatives and support campus-wide retention efforts.

Responsibilities

In this role, the Executive Director of Student Financial Aid and Scholarships will:

- Interpret and implement complex federal and state regulations regarding student financial aid for the University;
- As part of the Student Affairs leadership team, provide direction regarding the administration and disbursement of student financial aid, financial aid issues related to student application and enrollment processes, scholarship administration, regulatory compliance, and the standards of best practice in the field of student financial aid;

- Establish strategic goals and objectives for the Office of Student Financial Aid and provide leadership and oversight for the operations and activities of the Office of Student Financial Aid;
- Oversee the University's compliance with appropriate National Collegiate Athletic Association (NCAA), institutional, state, and federal regulations affecting financial aid processes;
- Serve as the primary contact for the University with external groups including the Department of Education for information and problem resolution related to student financial aid;
- Oversee the management of various audit processes (federal, state, institutional, and private reviews);
- Oversee department operational budget. Determine priorities for purchases and expenses including operating and capital expenses;
- Consult with organizational leaders regarding student financial aid related matters and compliance issues and make recommendations for courses of action;
- Develop campus-wide policies and/or strategies affecting financial aid services, programs and processes and train and develop staff;
- Direct and manage the senior staff of the unit to ensure that group objectives are met.

Qualifications

The successful candidate will possess:

- Master's degree in business, higher education, or a related field;
- In depth understanding of federal, state, and NCAA regulations regarding the administration of student financial aid. Strong fiscal competency;
- Minimum of ten years' experience including supervisory experience in a financial aid department is required;
- Ability to communicate effectively with a diverse student population;
- Effective leadership and management skills.

Application and Nomination Process

1. Applicants must submit a current resume and cover letter. Review of applications will commence immediately and continue until the position is filled. Submission of materials through the applicant portal listed below ensures confidentiality and is required.
2. Applications should be submitted to: www.highereddecisions.com/hedcs.

Included in this submission should be a cover letter, CV or resume and a list of references. (References will not be contacted without your permission.)

3. Nomination letters should include the contact information of the nominee. All nominations will be handled in strict confidence and should be sent to Jan Asnicar at j.asnicar@storbeckpimentel.com.

4. Questions regarding this process can be directed to:



executive search consultants

Jan M. Asnicar, Partner
j.asnicar@storbeckpimentel.com
(913) 339-8928

As an EOE/AA employer, the University of Illinois will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, and veteran or disability status. The University of Illinois at Chicago may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.