

Fontbonne University
St. Louis, Missouri

Position Specifications
Director of Financial Aid

July 2014

Prepared by:
Summit Search Solutions, Inc.



Fontbonne University
Learn more. Be more.®

www.fontbonne.edu

THE ORGANIZATION

About Fontbonne University:

Fontbonne University is a Catholic coeducational institution of higher education offering liberal arts and professional programs. More than 2,000 students annually benefit from the university's high-quality academic programs offered in a values-based, student-centered environment. Founded in 1923 and still sponsored today by the Sisters of St. Joseph of Carondelet, the university embraces diversity and inclusion, and encourages open communication and personal concern. Click here to learn about the history of Fontbonne University: www.fontbonne.edu

Fontbonne faculty members are heavily focused on teaching, and they're committed to reaching each and every student. Outside the classroom, experiential learning opportunities, which could include an internship, practicum, and service learning, are incorporated into most academic programs.

Fontbonne welcomes Dr. J. Michael Pressimone as the 14th President of the University, effective July 1, 2014. Dr. Pressimone has served in various roles in education and higher education for 33 years. Most recently, he was the vice president of advancement at Alvernia University in Reading, PA. Read more: <http://www.fontbonne.edu/academics/president-pressimone/>

Location:

Fontbonne campus is located in the heart of **Clayton, Missouri**, a beautiful suburb just fifteen minutes from downtown St. Louis.

THE OPPORTUNITY

The Position:

Reporting to the Vice President for Enrollment Management, the **Director of Financial Aid** will coordinate and direct all functions as well as supervise staff associated with the Office of Student Financial Aid, Scholarships, and Student Employment.

Essential Duties & Responsibilities:

- Administer all federal, state, and institutional policies and procedures relating to student financial aid, student employment and scholarships; create budget projections; coordinate the day-to-day management of the Financial Aid Office while supervising office staff; prepare all federal, state, and institutional reports pertaining to aid/scholarships; serve as liaison to state and federal funding agencies.
- Administer the Title IV student financial aid programs: PELL GRANTS, SEOG, CWSP, PERKINS LOANS, STAFFORD LOANS, PLUS LOANS, and other loans and programs that may be established.

- Coordinate provision of services to constituents and maintain a complete understanding of all University, federal and state financial aid rules, regulations, policies and procedures.
- Be familiar with financial aid leveraging policies and procedures and ability to analyze results of leveraging policies.
- Develop and implement short and long-range goals and objectives for the financial aid office.
- Assist in counseling students, parents, etc. regarding financial aid eligibility and debt management matters, as well as analysis and awarding of financial aid funds.
- Present financial aid workshops for prospective students and parents and make visits to area schools and career fairs to promote financial aid availability to students.
- Prepare annual FISAP report and any other reports requested by the federal and/or state government.
- Serve as an active member of various committees throughout the University.

Qualifications:

- Bachelor's degree required, Master's degree preferred.
- At least five years of experience working in financial aid within a private, non-profit institution of higher education.
- Supervisory experience and an ability to train staff on financial aid issues.
- Strong accounting and analytical skills.
- Excellent oral and written communication skills.
- Ability to multi-task.
- Ability to be detail-oriented.
- Proficiency in Microsoft Office Suite.
- Experience with Jenzabar and/or CAMS enrollment management systems is a plus.

Why consider the opportunity?

- Fontbonne has a new president with fresh vision and ideas, which makes it a great time to join the University.
- High morale exists among the faculty and staff.
- Fontbonne University has a rich history and reputation. Fontbonne community members display values including fostering excellence, integrity, respect, diversity, community, justice, service and faith.
- St. Louis is an incredible place to live and work. The area boasts a moderate cost of living with ample opportunity for outdoor recreation, sports, arts, and entertainment.

Fontbonne University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4024741&portalID=5652>

For nominations or further information:

Beth Baldino

Senior Consultant

Summit Search Solutions, Inc.

Direct: 828.645.8967

bbaldino@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

ccoward@summitsearchsolutions.com



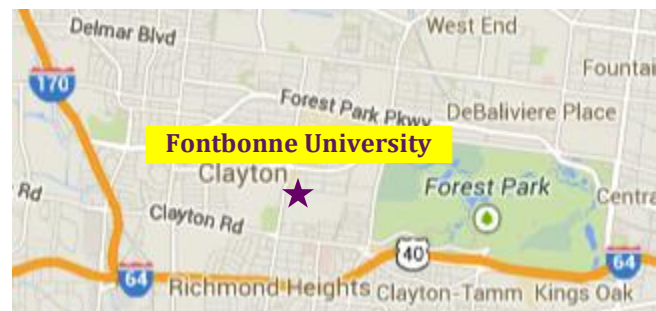
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, student affairs, finance, enrollment, financial aid, technology, risk/compliance, and human resources. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



St. Louis, Missouri

St. Louis is celebrating its 250th birthday this year as a picturesque river city located on the mighty Mississippi. It will win you over with its charming neighborhoods, exceptional arts and cultural attractions, amazing array of dining and nightlife and warm friendly locals. Known by its iconic Arch to its famous museums and zoo it has some undeniable bragging rights. In 1904 St. Louis hosted the World's Fair and the first Olympic Games ever held in the US were in this culturally diverse city. Consider the following if you are thinking of relocating to St. Louis.

- The unique character and charm of the 79 neighborhoods in and around St. Louis provide upscale to ethnically diverse communities while many commuters appreciate the family-friendly suburbs of Florissant and Chesterfield located west of the city.
- Valued by locals is the city's extensive infrastructure, as highways and state roads are well-maintained and allow for efficient access to all parts of the metropolitan area as well as reliable public transport that make the commute easy for those who don't want to drive.
- An amazing system of bike trails, lush parks and challenging golf courses make it easy to stay active with more than 170 parks so that you are guaranteed to have green space nearby.
- Summer temperatures average around 90 degrees Fahrenheit, while winter temperatures hover around 41 degrees.



The **St. Louis** area's finest attractions include:

- **Gateway Arch:** St. Louis is known as the “Gateway to the West.”
- **Busch Stadium** (home of the baseball Cardinals)
- **Edward Jones Dome** (home of the St. Louis Rams)
- **Missouri Botanical Gardens:** Founded in 1859, the 79-acre Missouri Botanical Garden is the nation's oldest botanical garden.
- **St. Louis Zoo:** One of the few free zoos in the nation! See more than 19,000 wild animals on 90 acres.
- **City Museum:** This kid-friendly city museum provides 600,000 square feet of adventure and fun in an indoor/outdoor playground.
- **Forest Park** has been newly renovated on 1,371 acres of land and provides opportunities for bike riding, jogging, playing tennis and golfing
- **Muny Opera**
- **St. Louis Art Museum**
- **St. Louis Science**
- **Powell Symphony Hall**

For additional information on St. Louis and Clayton please visit:

[Explore St. Louis](#)
[St. Louis Post-Dispatch](#)
[Clayton Chamber of Commerce](#)

[My Move](#)
[The City of St. Louis Missouri](#)
[City of Clayton Missouri](#)