

Peru State College
Peru, Nebraska

Position Profile
Director of Financial Aid
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Prepared by:
Summit Search Solutions, Inc.



Peru
State
— College

www.peru.edu

THE INSTITUTION

Peru State's "Campus of a Thousand Oaks," a member of the Nebraska Statewide Arboretum, is nestled in the hills of historic southeast Nebraska on the Missouri River. The College offers a mix of innovative online and traditional classroom undergraduate and graduate programs, including online graduate degrees in education and organizational management.

Peru State College (PSC) has a rich history as Nebraska's first college, established in 1867 as a teacher training school with one building and 60 students. It has transformed, over the past century and a half, into a state-of-the-art institution offering diverse, multifaceted educational programs to approximately 2,500 students. PSC has long been a wellspring of leadership, an invaluable resource for communities and businesses, and a source of accomplished graduates known for their excellent education and professional competence.

PSC has enjoyed considerable support from the state of Nebraska, which has funded more than \$50 million in campus renovation projects over the last decade. While PSC enrolls students around the globe, it retains a special commitment to serve the residents and needs of the southeast Nebraska community through education, research and public service programs.



Peru State College is a member institution of the Nebraska State College System and has been accredited by the Higher Learning Commission since 1915. The College is also a member of the North Central Association of Colleges and Schools.

Mission:

In educating the individual to the benefit of society, Peru State cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska's first college continues its commitment to making a vital contribution to the future of the region and the state. Peru State College's vision is to be a college of choice, fostering excellence and student achievement through engagement in a culture that promotes inquiry, discovery and innovation.

To read more visit: www.peru.edu

Location: Peru, Nebraska

THE OPPORTUNITY

The **Director of Financial Aid** provides oversight of all programs and services of the Office of Financial Aid. The Director reports to the Vice President for Administration and Finance and supervises a staff of four. He/she is responsible for the administration of all federal, state, institution and private funds in accordance with applicable regulations and policies. Specific responsibilities include maintaining systems of accountability, providing information and counseling to students regarding their financial aid eligibility, and providing supervision of day-to-day activities in the department.

Primary Responsibilities:

- Managing program fund requests and all related reporting, including FISAP
- Assisting students and families in developing financial plans for meeting educational costs and advising them regarding financial aid options and programs
- Monitoring academic progress for satisfactory completion of hours by every student receiving financial aid
- Ensuring all electronic processing with Department of Education is functional and timely
- Developing, supervising, and evaluating financial aid staff members
- Working closely with admissions staff in the coordination of services
- Attending and serving at social functions for parents, students, colleagues, and administrators
- Other job related duties as assigned

Position Qualifications:

- Bachelor's degree required; Master's degree preferred
- Minimum three year's prior financial aid experience and must have thorough knowledge of and working experience with systems, procedures and principles governing financial aid
- Experience with PeopleSoft and SAP software highly desired
- Ability to organize and coordinate tasks and projects required
- Must be able to maintain confidentiality of student records
- Excellent interpersonal, verbal and written communications skills required
- Strong computer skills required

Why Consider the Opportunity:

- **Be part of a great team.** PSC's financial aid team is a highly-functioning, collegial unit made up of hard-working professionals dedicated to serving students' needs.
- **Strong leadership.** The Financial Aid Director reports to a strong, supportive, well-regarded leader.
- **Grow, stretch and expand.** The Financial Aid Director will have the opportunity to manage the function strategically, enhancing operations and further improving efficiencies. The Director will have influence in this role and have the chance to grow as a leader.
- **Small institution allowing for personal touch.** Peru State's size allows administrators the chance to have plenty of interaction with students and college staff at every level.

PROCEDURE FOR CANDIDACY

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

Click the following button to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6146750&portalID=5652>

For nominations or further information:

Beth Baldino

Senior Consultant

Summit Search Solutions, Inc.

Direct: 828-645-8967

bbaldino@summitsearchsolutions.com

Caitlin Hummel

Senior Consultant

Summit Search Solutions, Inc.

Direct: 585-598-3269

chummel@summitsearchsolutions.com

This position is subject to veterans preference.

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



Peru and surrounding cities of Auburn, Nebraska City, Lincoln & Omaha

Peru State College, a national leader in making quality education affordable, is located in the quaint town of **Peru**, Nebraska which is nestled in the hills of historic southeast Nebraska on the Missouri River.

Traveling south just 15 minutes is the town of **Auburn**, Nebraska's first Tree City USA, an honor held since 1976. Auburn became the county seat of Nemaha County in 1883 and is proud of its memorial "Avenue of Flags" honoring all veterans from Nemaha County. Auburn boasts 50 acres of parks accommodating



fishing, disc golf, basketball and skate boarding. The Auburn Recreational Complex is a 30-acre facility which includes

baseball, soccer and softball fields as well as biking trails. Families enjoy living here as there is a strong sense of community. Based on the 2013 Nebraska State Accountability (NeSA) assessment tests, Auburn High School ranked first in reading and second in math when compared with 39 other schools in Class C-1.

Going north just 20 miles from Peru will take you to **Nebraska City**. There you can stop to enjoy orchards and vineyards and pick apples, sip cider or red, white and fruit wines that are delicious due to the Nebraska's sunny days and fertile soil, taking home memories as you take in the scenery. Perhaps you would enjoy a round of golf? Or prefer the history this rich land offers at its many museums and historical parks. This is a town you will want to frequent often so as to savor all that it has to offer.

For a big city fix, there are two options. **Lincoln**, the state capital, is just over an hour northwest, and features a new cityscape and a thriving economy. Lincoln is sweeping top national rankings which are validating its success, yet its charming character and modesty still rings true. In 2013, Lincoln ranked No. 4 on *Forbe's* list of the "Best Places for Business and Careers" and No. 1 on *NerdWallet's* "Best Cities for Job Seekers in 2015." **Omaha**, which is approximately the same distance due north of Peru, enjoys a strong and vibrant business community and serves as home to five Fortune 500 companies. In 2008, *Kiplinger's Personal Finance* magazine named Omaha the nation's third best city to live, work and play.



For more information on Peru and surrounding areas:

Peru Chamber of Commerce: <http://www.perunebraska.org/chamber-of-commerce.html>

City of Auburn: <http://auburn.ne.gov/>

Go Nebraska City: <http://gonebraskacity.com/>

Lincoln Convention & Visitors Bureau: <http://www.lincoln.org/>

City of Lincoln and Lancaster County: <https://lincoln.ne.gov/>

Livability - Omaha: <http://www.livability.com/topics/housing-and-real-estate/8-reasons-move-omaha-ne>