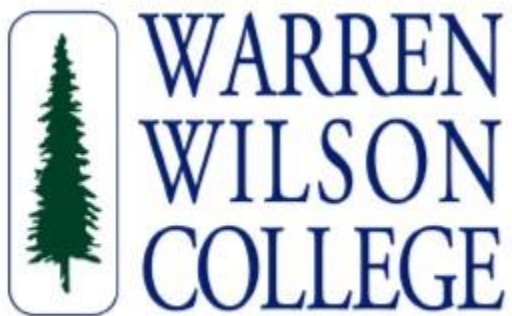
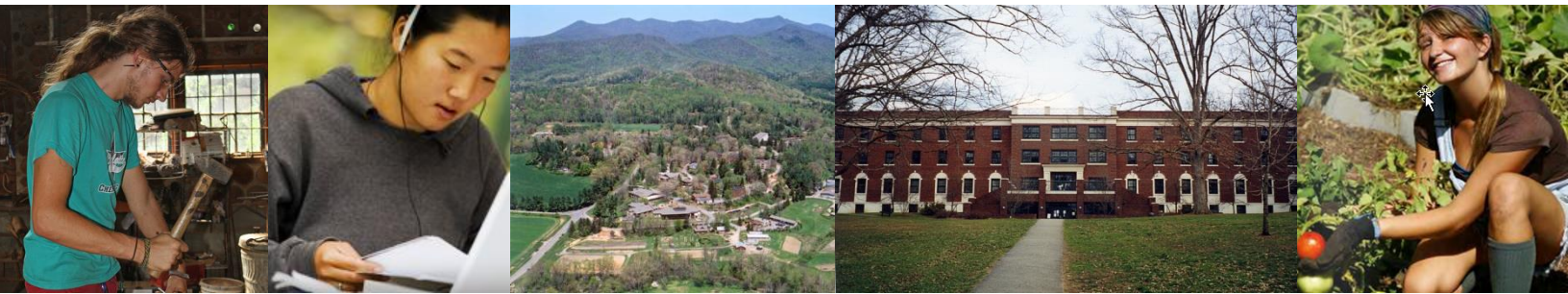


**Warren Wilson College  
Asheville, NC**

**Position Specifications  
Director of Financial Aid**

**August 2013**

**Prepared by:  
Carrie Coward  
Summit Search Solutions, Inc.**



**[www.warren-wilson.edu](http://www.warren-wilson.edu)**

## THE OPPORTUNITY

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### Overview:

**Warren Wilson College (WWC)** has been evolving its institutional practice of environmental citizenship since 1894. The mission of Warren Wilson College is to provide a distinctive undergraduate and graduate liberal arts education. The educational program, the Triad, is singular in higher education and is tied to an overarching mission to educate for environmental responsibility. The Triad consists of three interwoven strands of experience:

- Academics in the liberal arts tradition
- Campus-wide 15 hour per week work program
- Community service learning (100 hour requirement for graduation)

The Triad is infused with a sustainability ethic and cross-cultural understanding-integral parts of the College's history and founding philosophy. [Click here](#) to watch a video of the history of Warren Wilson College which explores its origin as a 19th-century mission school and details its evolution into a four-year college that has earned a distinct niche in higher education. Warren Wilson College seeks to lead the nation toward a new model for liberal arts education through the innovation of its Triad educational program, the quality of its academic engagement, the fulfillment of its sustainability principles, the depth of its commitment to diversity, the vitality of its community, and its nurturing of individual well-being.

Just ten minutes outside of Asheville, NC, Warren Wilson is situated on a 300-acre working farm, 700-acre managed forest, and riverine habitat which serves as a living laboratory for sustainable practices. Led by faculty and staff, students learn in the classroom, in the forest and fields and in the wider community-locally and internationally. Academics, work, and service connect to create a holistic, experiential education.

Dr. Steven L. Solnick, New Delhi Representative for the Ford Foundation since 2008, was named by the Warren Wilson College Board of Trustees as the college's seventh president effective July 2012. He said, *"I am honored and excited by the opportunity to lead Warren Wilson, a college that believes, as I do, that higher education should offer not an escape from the 'real world' but a set of tools for thriving in it. Work, service and scholarship are all essential elements of a fully formed world view, and at Warren Wilson these are all integral parts of the learning experience."* [Click here to read more.](#)

**Location:** Asheville, North Carolina

**The Position:**

The Director of Financial Aid coordinates, plans, and oversees the application and award processes of financial aid for undergraduate and graduate students; coordinates veterans' benefits; and supervises a staff consisting of a full-time Associate Director, one full-time Counselor/Aid Assistant and one student worker. The Director will report to the Vice President for Enrollment & Marketing.

**Specific Responsibilities:**

- Directs all financial aid functions with the purpose of enrolling and maintaining a diverse student body and institutional eligibility for continued participation in Federal and State aid programs.
- Creates and maintains a customer service based focus for the Office of Financial Aid and coordinates efforts with the College Business Office, Registrar, Administrative Computing Center, Admissions, MFA and International Programs as well as other offices on campus.
- Directs the administration of financial aid; ensures applicants receive assistance in the application process for loans, grants and scholarships. Makes awards to current and incoming students while adhering to Title IV regulations, state and federal guidelines, private non-profit agencies, institutional packaging policy and budget parameters.
- Oversees the administration of private, state, and/or federal loan programs; coordinates the awarding of need-based scholarships/grants and the renewal of merit-based awards.
- Provides estimates of a pre-award amount for Federal Work Study and Work College funds.
- Manages the veteran benefit program to ensure compliance with applicable state and federal regulations using VA ONCE to certify college enrollment.
- Directs the completion of reports to request funding, document expenditures or marketing. Reports include but are not limited to FISAP, IPEDS, WWC Fact Book, CFNC for NC funds, Pell, direct lending and marketing reports such as Peterson, FISKE and US News.
- Directs the human resources activities for the function including hiring, development, training, merit recommendations, promotions, transfers, and performance evaluations.
- Plans and directs the presentation and enforcement of policies and forms (i.e. Withdrawal and Refund, Satisfactory Academic Progress Standards, Verification forms, etc.).
- Participates in off-campus training when available and as needed. Attends the Department of Education's annual FAS Conference (fall), any NC state meeting (usually mandatory). Attends training and professional development meetings as needed to stay abreast of regulations and changes.
- Maintains contact with outside agencies such as Gates, Gilman, SIT and NCICU to finalize aid for participating students.
- Represents Warren Wilson College during audits: Federal Program Review, North Carolina State Approving Agency, North Carolina Higher Education Assistance Authority, Department of Veteran Affairs, and the annual external audit prepared for the United States Department of Education and the State of North Carolina.
- Works with the Vice-President of EM&M to review appeal cases, special circumstances, and college-wide financial aid policy.
- Serves on institutional committees as needed.

**Qualifications:**

- Bachelor's degree plus three to five years (or more) experience in financial aid with an institution of higher education. Master's preferred.
- Knowledge of Title IV guidelines for administration of federal aid.
- Experience with or the ability to learn the technical requirements/participation in Title IV WAN.
- Effective interpersonal and managerial skills required.
- Strong commitment to customer service.
- Excellent computer skill, knowledge of software, and ability to learn new systems.
- Time management, organizational skills, and a desire to interact with students are required.

**PROCEDURE FOR CANDIDACY**

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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=details&jobOrderID=2780596>

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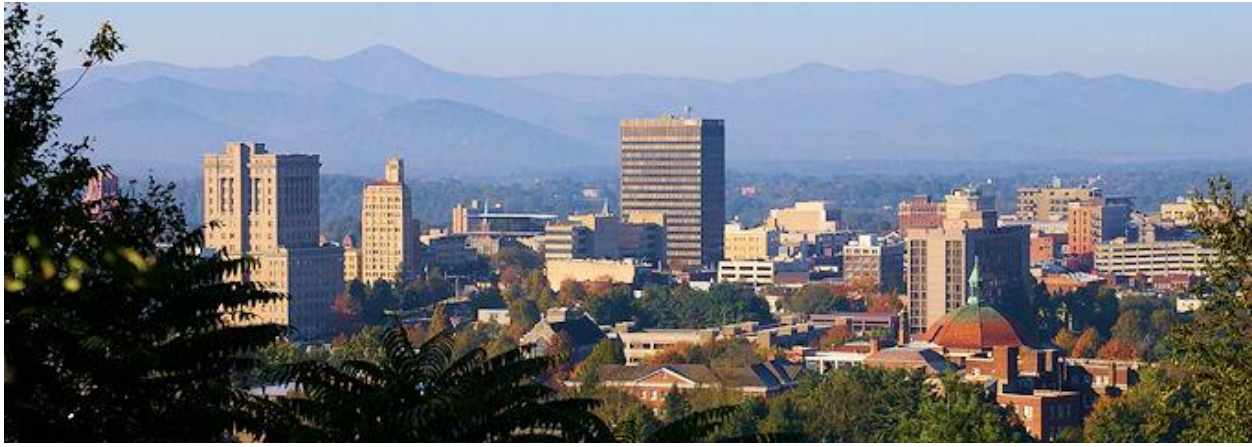
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*Warren Wilson College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital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



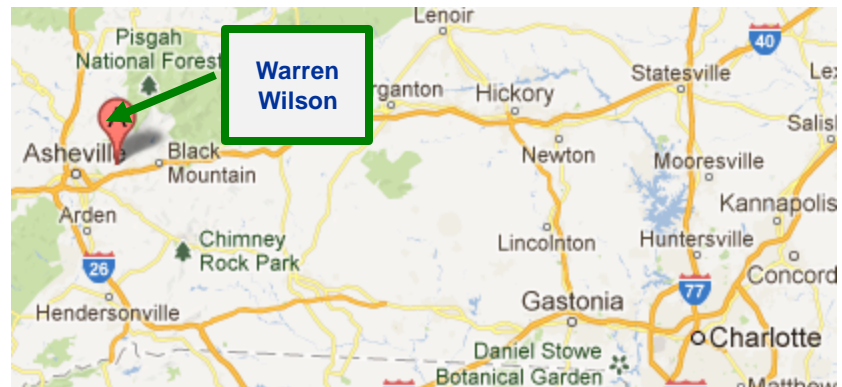
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit offers organizations premier services with personalized service, impeccable process, and results that surpass client expectations. Summit 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 institutional advancement, student affairs, finance, enrollment management, technology, and human resources. Our mission is to facilitate the placement of top talent for mission driven organizations. 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.



## ASHEVILLE, NORTH CAROLINA

If you enjoy live music, international cuisine, outdoor cafes, clubs, taprooms, coffee houses, food co-ops, eclectic architecture, history, baseball, boutiques, art galleries, independent bookstores, theatre, dance, handicrafts, organic markets, street festivals, music festivals, film festivals, hiking, biking, climbing, rafting, kayaking, canoeing, horseback riding, snowboarding, skiing, ice skating, golf, trout fishing, camping or picnicking, then Asheville, North Carolina is the perfect place to live.

Asheville is nestled in the Blue Ridge mountains, an artist's community and college town at heart, and ranks as [#6 among U.S. cities as a Place to Do Business](#) by Forbes.com. Asheville combines small-town charm with an extraordinary urban sensibility and it's all a quick 10-minute drive from Warren Wilson College.



*Interesting facts about Asheville, NC:*

- The **Pisgah** and **Nantahala National Forests** are right next door to Asheville and the famous **Blue Ridge Parkway** is a five-minute drive from Warren Wilson campus, while the historic **Appalachian Trail** is less than an hour away.
- George Vanderbilt created [Biltmore Estate](#) on 8,000-acres in the mountains of Asheville.
- Ranked as one of ["5 of the Healthiest and Greenest Cities in America"](#) by GreenerIdeal.com.
- Ranked as one of the ["10 Great Sunny Places to Retire"](#) by Aarp.org.
- ["#1 Small City for the Arts"](#) in 2010 according to *AmericanStyle* magazine with more than 40 galleries showcasing works by the region's talented artists as well as top artists from around the world.

*For additional information on Asheville, North Carolina, please visit:*

[Asheville Chamber of Commerce](#)  
[Explore Asheville](#)  
[Asheville Citizen Times Local News](#)