

University of North Carolina Asheville
Asheville, NC

Position Specifications
Director of Financial Aid

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Prepared by:
Summit Search Solutions, Inc.



www.unca.edu

THE OPPORTUNITY

Overview:

The **University of North Carolina Asheville** (UNC Asheville), a nationally recognized public liberal arts institution, known for its innovative undergraduate research and exceptional faculty-student mentoring, is launching a national search for a Director of Financial Aid. UNC Asheville is the kind of university that changes lives and inspires others to do the same. As the only designated liberal arts institution within the University of North Carolina System, UNC Asheville offers an intensely personal learning environment to more than 3,600 students on a stunning campus in the vibrant city of Asheville in the heart of the Blue Ridge Mountains.

U.S. News & World Report's "Best Colleges 2014" ranks UNC Asheville seventh in the nation among Public Liberal Arts Colleges, and it is the only North Carolina institution listed among National Liberal Arts Colleges whose students graduate with the least amount of debt. Kiplinger's Personal Finance Magazine calls UNC Asheville one of the nation's best values in public colleges, with the fifth lowest total cost of attending for in-state students and the sixth lowest average debt among graduates. [Read more.](#)

Location: Asheville, North Carolina

The Position:

Reporting to the Sr. Director of Admissions and Financial Aid, the **Director of Financial Aid (FA)** will ensure the University provides the best resources for future and current students and be responsible for the overall management and administration of the Financial Aid Office.

Specific Responsibilities:

- Keep current and ensure compliance on all federal, state and institutional rules and regulations (including NCAA). Train the Financial Aid Office staff to translate these regulations into implementable policies and procedures.
- In line with the institution's strategic priorities, collaborate with Admissions to implement and manage the university's scholarship program to maximize its impact.
- Responsible for all aspects of financial aid processing.
- Commitment to the University to financial aid decisions.
- Collaborate with other campus units to provide appropriate services to both currently enrolled students and prospective students.
- Responsible for maintaining a "student-centered operation" and for providing vision to the office.

Qualifications:

- Preferred Master's degree in Business, Finance, Student Personnel, Higher Education administration or a closely related field.

- Seven to ten years of progressive experience in financial aid at the supervisory level at a post-secondary institution including:
 - Experience with both the strategic and operational aspects of higher-education financial aid.
 - Supervisory and managerial experience in a professional office environment.
 - Demonstrated ability to work effectively with university constituencies in a high-visibility, high-stakes financial aid and admissions environment.
- Experience with Banner is highly desirable.
- Excellent interpersonal, communication, analytical, management, and organizational skills are preferred.
- Active participation in professional organizations.
- Thorough understanding of NCAA rules and regulations as it relates to awarding aid.

UNC Asheville is the designated liberal arts institution in the UNC public university system and is located in the Blue Ridge Mountains of Western North Carolina. We encourage applications from traditionally under-represented minority populations. UNC Asheville is committed to increasing and sustaining the diversity of its faculty, staff, and student body as part of its mission and its commitment to excellence in the liberal arts. UNC Asheville is an Equal Opportunity/ Affirmative Action Employer.

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=details&jjobOrderID=3343075>

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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.



Interesting facts about Asheville, NC:

- The **Pisgah** and **Nantahala National Forests**, the famous **Blue Ridge Parkway** and historic **Appalachian Trail** are right next door to Asheville.
- 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 *American Style* 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](#)