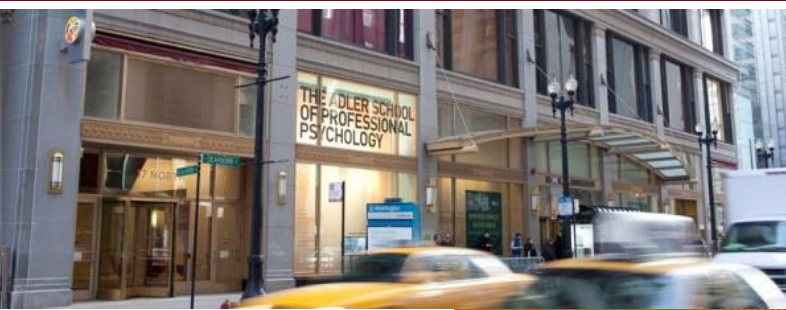


Adler School of Professional Psychology Chicago, Illinois

Position Specifications Senior Director of Financial Aid March 2014

Prepared by:
Summit Search Solutions, Inc.



ADLER SCHOOL of Professional Psychology

www.adler.edu

THE OPPORTUNITY

About the School:

Founded in 1952, the **Adler School of Professional Psychology** provides a range of innovative graduate programs at its campuses in Chicago, IL (built new in 2011), Vancouver, BC, and through Adler Online. The Adler School continues the pioneering work of the first community psychologist, Alfred Adler, by graduating socially responsible practitioners, by engaging communities, and by advancing social justice.

Having grown over the past decade from an enrollment of 185 in fall 2003 to an enrollment of 1,200 in fall 2012 with concurrent gains in the quality of its students, the Adler School's doctoral and masters programs educate practitioners in applications of psychology, criminal justice, public policy and related fields informed by the School's social justice perspective. Adler School's services and programs include Adler Community Health Services, which provides psychological services to underserved communities, Institute on Social Exclusion, Institute on Public Safety and Social Justice, the LGBTQ Mental Health and Inclusion Center, and the Adler Child Guidance Center which engage in research, education, and outreach. The School's social justice mission guides the work of these centers and institutes, in addition to all curriculum, practica and training for all traditional and online students. The Adler Board of Trustees has been recognized as a model for diversity and for excellence in governance. To read more see www.adler.edu

To read more about the Adler School's mission, vision and values, see www.adler.edu/mission.

Location: 17 North Dearborn Street, Chicago, IL 60602

THE POSITION

The **Senior Director of Financial Aid** reports directly to the Vice President for Administration and is responsible for providing services necessary to operate and organize a complete financial aid program to Adler School students. Responsibilities will include providing leadership and management of professional staff, support staff, and department operations. Direct reports include: Director of Financial Aid, Financial Aid Systems Manager, and a Financial Aid Counselor.

Duties and Responsibilities:

- Provide leadership and management of professional staff, support staff, and department operations.
- Develop and implement best practices that support the goal of enrollment growth and quality of services.
- Maintain compliance with applicable federal and state regulations and reporting requirements.
- Direct expanded automation of and manage financial aid operations through utilization of the integrated student information system - Ellucian Colleague.
- Update and manage applicable financial aid policies and practices for processing financial aid

- Administer financial literacy, debt management, and default management programs.
- Manage a cohesive application review and award process.
- Manage receipt of student scholarships, grants, and third party payments.
- Monitor satisfactory academic progress; maintain systems of accountability.
- Maintain professional knowledge of all federal and state financial aid regulations and policies and manage the office in compliance with all such regulations and policies.
- Manage external audit of Title IV funds.
- Work closely with registrar/bursar and finance department to ensure compliance in terms of cash management when disbursing Title IV funds.
- Other duties or special projects that may be assigned by the VP of Administration.
- Manage veteran educational benefits.

Valued Core Behaviors:

- Communication
- Teamwork and collaboration
- Responsiveness to change
- Results-orientation
- Quality and accountability orientation
- Support and model the School's values of: social interest, compassion, justice, respect for the individual, honoring diversity and difference, intellectual rigor, optimism and collaboration.

Required Qualifications:

- Bachelor's degree in a related field. Master's degree preferred.
- Minimum 5 years of work experience in a post-secondary institution with administrative responsibility for financial aid services.
- Experience must include supervision of staff and in-depth experience managing back-end set up.
- Financial aid support of online/digital programming is required.
- Ability to interact and speak effectively in interpersonal situations and before groups.

Why consider the opportunity?

- **Healthy, growing institution.** It is an exciting time to be a part of Adler School which is becoming Adler University in January 2015. Adler has seen 400% growth in the last eight years. The environment is fast paced and non-bureaucratic.
- **Mission driven.** Adler School is a mission driven institution with passionate students, faculty, and staff.
- **Entrepreneurial role.** This position affords the opportunity to be the in-house "expert" and own the function. Your work will have direct influence over the continued growth of the department and the School.

PROCEDURE FOR CANDIDACY

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

Click the following 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=3592701&portalID=5652>

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It is the policy of Adler School of Professional Psychology that all persons are entitled to Equal Employment Opportunity (EEO) protection. The School does not discriminate against any individual for employment because of age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, military status (including unfavorable discharge from the military), or any other category protected by federal, state, or local law.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Our mission is to facilitate the placement of top talent for mission driven organizations. 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 CEO's; presidents; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including institutional advancement, finance, financial aid, admissions, technology, 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.

Chicago, Illinois

Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.



As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland – integrity, hard work, and community – and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Chicago is recognized across the United States as a very passionate sports town with professional teams such as the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in Chicago area are as diverse as the people, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to 23 Michelin-starred restaurants, with one three-star restaurant, Alinea. *Savour* magazine even dubbed Chicago “America’s new culinary star.”

Chicago has long been known for theatre, from big productions at landmark venues in Chicago’s downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. In addition, Chicago's theatre community spawned modern improvisational theatre. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city’s cultural history.

Chicago is a travel hub, which means it’s easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O'Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

For additional information on Chicago, please visit:

<http://www.cityofchicago.org/city/en.html>
<http://www.explorechicago.org/city/en.html>