

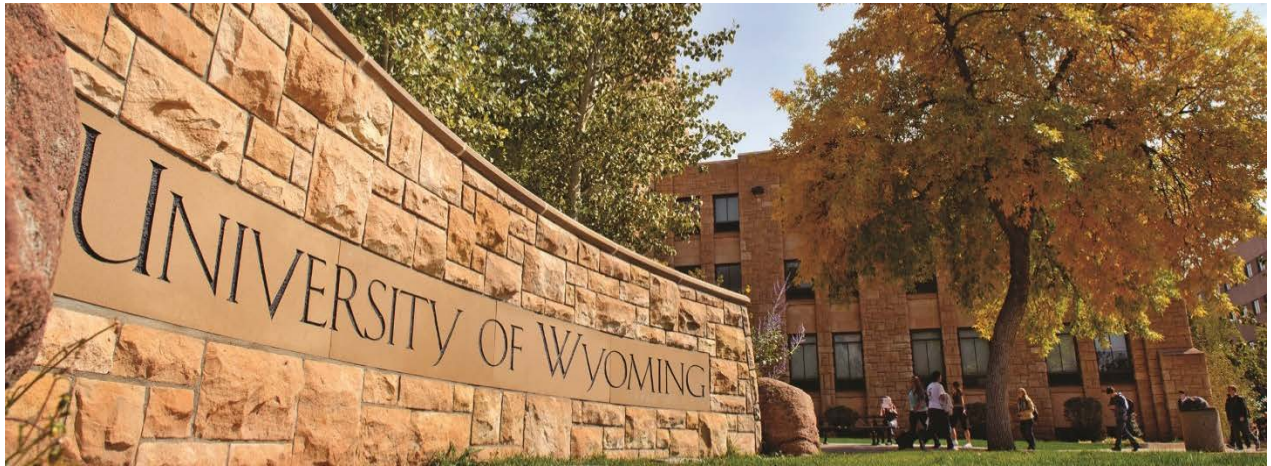


UNIVERSITY
OF WYOMING



Position Profile

Director of Scholarships and Financial Aid
September 2017



THE INSTITUTION

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized major teaching and research institution, **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer 200 areas of study, drawing 13,500 students from all 50 states and 90 countries. It is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources.

Throughout its existence, UW has been the only four year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center. UW has played important roles in the lives of students, Wyoming residents and communities for 131 years. You can see why UW is setting the gold standard!

- UW was ranked among the nation's top colleges and universities by *US News & World Report*, *Forbes*, and *Princeton Review* in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- *Outside Magazine* has recognized UW as one of the top "adventure colleges."

To learn more: <http://www.uwyo.edu>

Location: Located in Laramie, Wyoming, a town of more than 30,800 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities including year-round cultural and recreational activities.



THE OPPORTUNITY

The University of Wyoming is undergoing a transformation, with new university leadership and several exciting initiatives. There is a new energy on the campus with a desire to be even more student-centric than ever before. The **Director of Scholarships and Financial Aid** will help drive a re-assessment of the department, looking at how the department is organized and the way scholarship funds are utilized. The university community is seeking a leader who is inspired to join in these strategic efforts.

The Director of Scholarships and Financial Aid is a senior member of the enrollment leadership team and reports to the Associate Vice Provost of Enrollment Management within Academic Affairs. The Director leads the development and implementation of innovative and accountable scholarship and financial aid policies and processes for recruitment and retention of students.

Essential Responsibilities:

- Provide administrative leadership and supervision for the Office of Student Financial Aid, which has a staff of 18 and annually provides approximately \$110 million to UW students.
- Work collaboratively with an established strategic enrollment services team, faculty, staff and leadership of the university to implement new financial and administrative procedures and systems to optimize efforts toward recruitment and retention of students.
- Collaborate in developing and reviewing models that respond to new financial and/or operational circumstances. Provide leadership with analysis and fiscal projections to inform decision making.
- Create a culture that promotes continuous process improvement.
- Strategically utilize scholarships, grants, loans and student employment to create comprehensive financial aid packages that will assist the university in meeting its recruitment and retention goals.
- Display strong customer service skills and a commitment to diversity.
- Ensure the university is in compliance with federal and state regulations.
- Work collaboratively with the UW Foundation to strategically administer scholarships.

Qualifications:

- Earned bachelor's degree.
- A record of comprehensive leadership experience in a financial aid office with demonstrated success managing financial aid operations, staff, policies and processes.
- Experience interpreting and implementing federal financial aid regulations.
- Demonstrate progressive responsibility in one or more of these areas: scholarship administration; federal grants; student loan programs; plus state, institutional, and private financial aid programs.
- Ability to coordinate institutional policies and needs with scholarship and federal requirements.
- Expertise with large computerized student information systems (Banner preferred) and ability to apply technology to financial aid and scholarship processes and communications.
- Excellent oral and written communication and organizational skills.
- Significant experience with budgeting and human resource management and program responsibility.
- Ability to promote and foster an environment of continuous improvement.
- Success in building collaborative working relationships throughout the university community.
- Experience with needs analysis, financial advising, verification, satisfactory progress, packaging, program management, including audit and FISAP preparation and athletic aid monitoring and return of federal funds.



Why consider the opportunity?

- **Resources.** UW is a well-resourced institution with state of the art facilities and a beautiful, well-maintained campus. With experienced and dedicated staff members, the Office provides over \$111M annually to over 10,000 students. In addition, The Hathaway Scholarship Program is a generous merit and need based scholarship program.
- **Leadership.** Dr. Laurie Nichols joined UW as President in May 2016. The university community is very excited about her vision for the institution. Dr. Kate Miller joined Dr. Nichols' team as Provost and Vice President for Academic Affairs in August 2016, and has brought an entrepreneurial approach to student success to the institution.
- **Environment.** Warm, collegial, and supportive people and work environment.
- **Location.** Laramie is a great place to live and work. Laramie boasts a low cost of living, low property taxes and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area and a great public school system.
- **Compensation:** Highly competitive salary and solid benefits package including a retirement benefit that features a state contribution of 14.565% of an employee's gross salary.

PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, will review application materials as they are received. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **October 13, 2017**.

To apply online, go to <http://higherdecisions.com/sss> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence.

For nominations or further information:

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[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including California, New York, Florida and North Carolina. Summit brings precision, process, and passion to its work.

The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Living in Laramie, WY can be like being on a year-round vacation - whether you're looking for great food, historic walking tours or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with cattle drives, a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment.

Interesting Facts:

- Also known as the "Gem City of the Plains", Laramie is located in the Southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado and is the county seat of Albany County.
- Laramie sits at 7,200 feet above sea level in the plains surrounded by the Medicine Bow National Forest, Vedauwoo, and the Snowy Mountain Range.
- Laramie has a 6% sales tax, but does not have corporate state income tax, personal state income tax, state inheritance tax, or manufacturing tax or equipment sales tax. It also has low property tax, worker's compensation rates, and operating costs.
- The unemployment rate in Laramie is 2.50 % (U.S. avg. is 6.30%).
- Laramie offers a variety of outdoor adventures with over 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to Laramie including cattle ranches, technology companies, and academia.



Less than 20 minutes East of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wild-life, dramatic alpine scenes and jumbled rock formations. And with over a hundred mountain biking trails, the area around Laramie is a paradise for exploration on two wheels. If you prefer the solitude of an alpine lake, or a simple walk close to town, the hiking trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers can spend a week in the high country of the Medicine Bow Mountains. And in the winter, as a snow enthusiast, you can escape the crowds by exploring the forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or downhill skiing. Laramie is Wyoming's favorite playground!

For more information on Laramie, WY please visit:

- Visit Laramie, <http://visitolaramie.org/>
- Laramie Chamber Business Alliance, <http://laramie.org/>
- Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>