

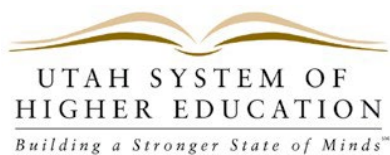


Position Profile

Director of University Scholarships

May 2023

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THE INSTITUTION



The **University of Utah** (the U) is the state’s flagship institution of higher education, with 18 schools and colleges, more than 100 undergraduate and 90 graduate degree programs, and an enrollment of more than 32,000 students. In 2019, the University joined the Association of American Universities, an invitation-only, prestigious group of 65 leading research institutions marked by excellence in academic expertise and research impact, student success, and securing resources in support of core missions, which are focused on serving the increasingly diverse student population at the U. In Fall 2022, domestic students of color accounted for more than 30% of the undergraduate population—up from 18% in 2009.

The U is located in Salt Lake City, one of the most dynamic and fastest-growing—economically and culturally—metropolises in the U.S. The city is uniquely situated to offer both unmatched outdoor and exciting urban experiences, with mountain vistas only a few steps away and vast red-rock desert landscapes within reach of a scenic afternoon drive. Additionally, the Utah Asia Campus was established in 2014 and is located in Songdo International Business District in South Korea. Students attending the Utah Asia Campus find the same world-class U.S. academic experience offered at the campus in Salt Lake City.

At the U, you'll find world-class research, education, and clinical care complemented by a lively social, cultural, and athletic campus experience. An unparalleled spirit of entrepreneurship, collaboration, and community service has enabled the U to innovate across fields, pioneer new programs with social impact, generate path-breaking discoveries, fuel critical research, and inspire innovative approaches to education.

President Taylor R. Randall became the 17th President of the University of Utah in August 2021, following a prior tenure as the dean of the University’s David Eccles School of Business. Under his leadership, the Eccles School gained a national reputation as a place of innovation, garnering top 10 entrepreneurship rankings for both undergraduate and graduate programs. During his time as dean, the value of an Eccles School education increased dramatically. He established the First Ascent Scholars Program, which cultivates, encourages, and enables academically focused students with significant financial needs to attend the Eccles School. President Randall recently released his [strategic vision](#) for the University of Utah calling for increased enrollment to 40,000 students and an increase in research funding to \$1 billion by 2025. This plan emphasizes the collaboration between the main and health campuses at the University of Utah, which is referred to as “One U.” Working together across campus will allow the U to meet the vision described by President Randall to accelerate the University’s rise as it focuses on four overarching goals: student success, knowledge transfer, community engagement, and institutional vitality.

The U strives to be a model public university in delivering unmatched value in higher education and health care while making social, economic, and cultural contributions that improve the quality of life throughout the state, the nation, and the world. The U’s reputation for excellence draws top-tier faculty and attracts motivated students nationally and internationally. Students bring diverse experiences and outlooks – representing traditional and nontraditional students alike – thereby enhancing the exceptional educational experience the U offers.

Learn more at utah.edu.





THE OPPORTUNITY

Director of University Scholarships

The Position

Responsible for overseeing the comprehensive planning, management, and coordination of institutional and external scholarships, including waivers and other forms of gift aid, the **Director of University Scholarships** plays an essential role in the University's effort to attract and maintain a qualified and diverse student body. The Director manages the awarding of all University merit and need-based scholarships and collaboratively leads scholarship programming events and communications. The leader in this role serves as the primary liaison to Advancement/Development on administration of donor agreements and coordination of expenditures and awarding, and also serves as a key liaison to campus and community partners administering departmental or external scholarships. The Director also maintains compliance with federal, state, and institutional regulatory and policy guidelines, and serves on the management team for the Office of Scholarships and Financial Aid.

Responsibilities

Scholarship Administration and Management

- Provides planning, direction, management, and oversight for nonfederal gift aid, including institutional and external scholarship programs; serves as primary liaison for scholarships at the University.
- Ensures all institutional grants, scholarships, stipends, waivers, and/or other forms of gift assistance awarded by University offices/departments are authorized and processed timely, accurately, and in compliance with applicable rules, policies, and procedures.
- Creates and disseminates effective communications regarding scholarship eligibility criteria and application processes and procedures; advises University offices and departments regarding scholarship eligibility criteria, particularly financial need-based criteria.
- Ensures accurate tracking, accounting, and processing of all reported scholarships, including external/outside scholarships.
- Oversees and refines policies, processes, and procedures to effectively monitor scholarship eligibility criteria; reviews scholarship administration documents (including donor agreements) to ensure appropriate compliance along with effective and efficient awarding.

Scholarship Programming and Communications

- Ensures effective, timely dissemination of clear, accurate information regarding University scholarships, including entire lifecycle of scholarships.
- Collaborates effectively to develop and host programming to promote and enhance University scholarships.
- Oversees scholarship search mechanisms and communicates scholarship opportunities to students and families.
- Oversees effective communications of policies and procedures (including rights and responsibilities).
- Ensures eligible recipients are notified timely and accurately.

Data Projections, Analysis, Accounting, and Compliance

- Supports effective budgeting by monitoring and managing expenditures, including ensuring appropriate and complete expenditure of program funds.
- Maintains multi-year tracking of scholarship recipients and is responsible for effective funding projections to ensure stable budgeting and expenditures for University scholarships.
- Coordinates accurate data exchanges among offices affecting scholarship decision-making.
- Maintains privacy and confidentiality of student and family data and information, including ensuring appropriate adherence with relevant privacy laws and guidance.
- Maintains security of student records and related information; follows records and archival guidelines.
- Ensures effective and compliant awarding, reconciliation, and accounting of scholarship funds/accounts.

Training and Professional Development; Professionalism

- Maintains current knowledge of policies, rules, regulations, technical standards, and high-impact practices associated with administering, coordinating, and delivering federal, state, institutional, and private programs, as well as associated systems and emerging technologies.
- Actively participates in professional meetings, conferences, and workshops; meets and communicates clearly with colleagues in similar positions/roles; researches industry practices; shares resulting knowledge and research with management and staff in order to serve well the students and the institution.
- Ensures area policies and procedures are current and accurate; provides clear and accurate documentation of transactions, conversations, interactions, and edits to records affecting student eligibility and/or compliance with applicable regulations, statutes, and/or policies.
- Maintains professional appearance and demeanor, including when engaging students, families, colleagues, and members of the public.
- Maintains effective working relationships and serves as a resource regarding scholarship and financial aid issues, policies, and procedures.

Management of Office; Effective Management of Area

- Actively participates in office management, including planning and directing personnel and financial/budget activities, data/statistical reports and evaluations, and complex funding applications.
- Partners in office management's monitoring and assurance that overall office operations are functional, accessible, efficient, and compliant.
- Maintains access to internal and external systems/organizations, and ensures processes are programmed and executed appropriately and effectively in systems and technology platforms; routinely and thoroughly reviews output for accuracy and compliance.
- Maintains a current detailed timeline/calendar and status of all ongoing and anticipated projects/tasks for the area, and keeps senior managers apprised on a schedule established by the Executive Director.
- As needed, serves on and/or oversees various office committees, which may include such functions as communications plan, appeals processes, outreach, personnel, forms and publications, etc.; position may also be asked to serve on Enrollment Management and/or University committees.
- Effective supervision, management, and training of areas of responsibility; ensures equitable workload distribution among assigned staff.
- Directs development and maintenance of relevant systems supporting functions of scholarship area.
- Performs other duties as assigned by supervisor and/or Executive Director.



Qualifications

Required:

- Bachelor's degree in Business Administration, or related area, or equivalency.
- At least 8 years of progressively more responsible management experience.
- Demonstrated leadership, human relations, and effective communication skills required.

Preferred:

- Experience administering scholarship programs.
- Experience administering programs at a higher education institution.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by June 22, 2023 will be given first consideration.** Upon application, please submit a PDF version of your CV/resume and a cover letter that describes both your motivation for application and how your leadership experience aligns with the key qualifications of the role.

All applications and nominations will be held in confidence. To apply online, go to:

<https://theapplicantmanager.com/jobs?pos=su364>

For more information or to offer recommendations or nominations:

Caitlin Hummel

Senior Consultant

Summit Search Solutions, Inc.

Direct: 585-880-7550

chummel@summitsearchsolutions.com

Lyndi Hewitt, PhD

Senior Consultant

Summit Search Solutions, Inc.

Direct: 615-423-0525

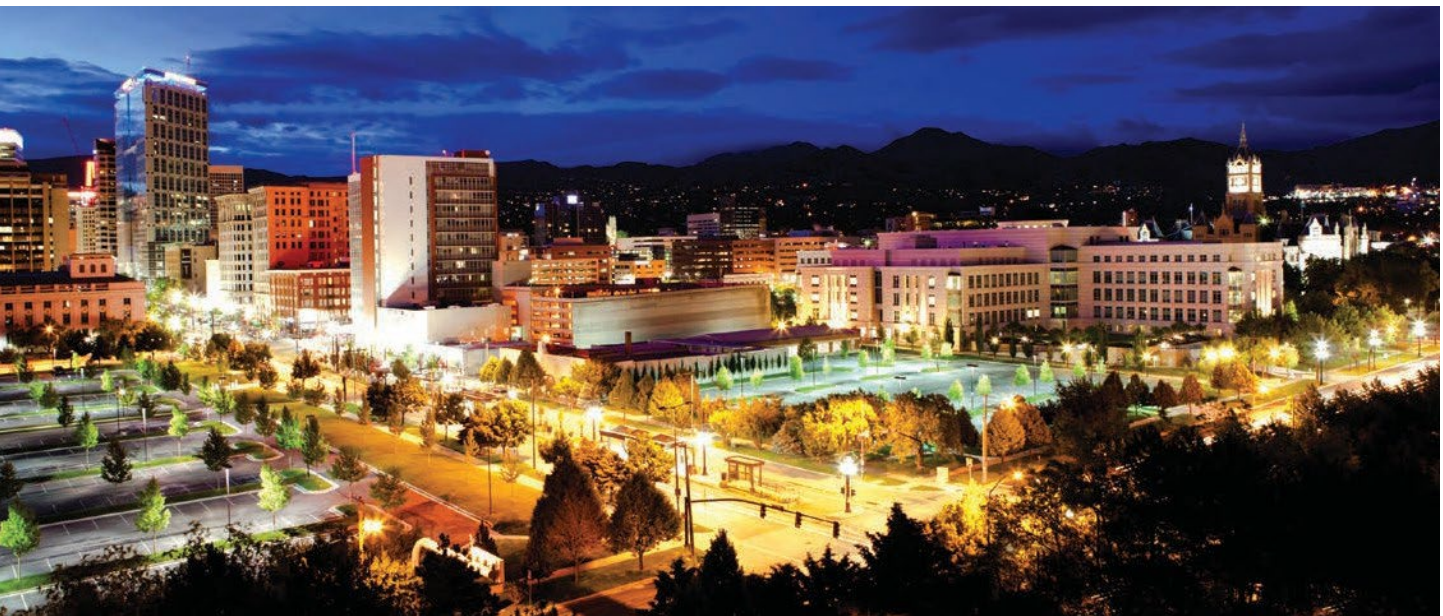
lhewitt@summitsearchsolutions.com

The University of Utah is an Affirmative Action/Equal Opportunity employer. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. Please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Circle, Room 135, (801) 581-8365 (V/TDD), for further information or to request an accommodation. The University of Utah is committed to diversity in its workforce. Women and minorities are encouraged to apply.



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SALT LAKE CITY, UTAH



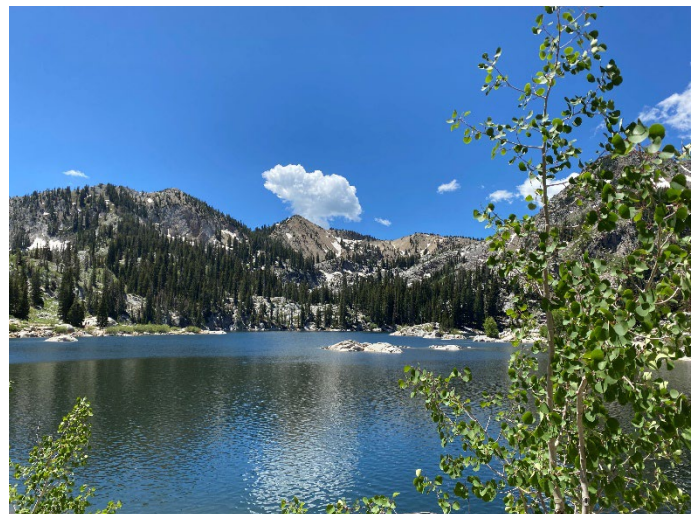
Along the east bench of Salt Lake City, the University of Utah is nestled into the foothills of the beautiful Wasatch Mountains. At the edge of campus – which encompasses the state arboretum – a natural stream winds its way through Red Butte Garden and a well-maintained hiking and biking trail crosses paths with the Natural History Museum of Utah.

Salt Lake City offers a spectacular mix of city life and nearby natural solitude, with plenty of family-friendly activities throughout Utah’s four lovely seasons. Utah’s capital city has an increasingly diverse population of approximately 199,700 (over 1M in the greater metropolitan area) and has become a welcoming destination city for refugees, fostering an exceptional variety of diverse community cultural events.

Visitors are greeted by warm, friendly people, clean streets, and a relaxed but active atmosphere. Walkable and bike-friendly neighborhoods lend to the safe, small-town feel of one of the 50 largest metropolitan markets in the U.S.

“Salt Lake City has the feel of both a larger city and a smaller community” –DR. JASON CASTILLO

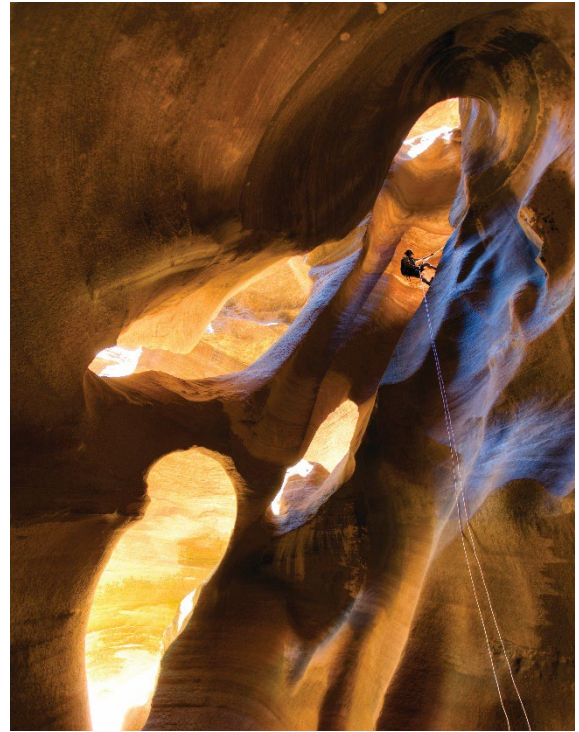
University of Utah Faculty Member



EXPLORE THE GREAT OUTDOORS

Utah is home to five stunning national parks and five national monuments, with six more national parks within a day's drive of Salt Lake City. There are also seven world-class ski resorts within 30 minutes of the U campus. While Utah's ski resorts boast the "greatest snow on earth" in the winter, many also offer a range of fun summer activities, including family movie nights, thrilling zip lines, decadent spa services, scenic tram rides, hikes through fields of wildflowers, and brunch with breathtaking views.

Hundreds of miles of hiking and biking trails are easily accessible from the U campus, but a short drive (or a ride on public transit) opens up countless options. Quiet alpine lakes, beautiful aspen forests, and unbeatable views from mountain peaks reward hikers of all skill levels.



"Salt Lake City is amazing, offering such a rich diversity of activities. From the arts to the outdoors, the adventures seem endless and I am excited to continue exploring all the city and surrounding area have to offer." -DR. ADAM HANLEY

University of Utah Faculty Member





SAVOR ART, MUSIC AND MORE

Utah has a rich tradition of film, music, and art that draws in and inspires people from around the world. While the internationally-acclaimed Sundance Film Festival is based in Park City – a short and scenic 30-minute drive from the U campus – many Sundance films are also screened in downtown Salt Lake City during the annual event. Two independent Salt Lake City theaters bring back many Sundance films throughout the year, along with many other documentaries and international films.

Ballet West, the Utah Symphony, Utah Opera, and the Utah Shakespeare Festival are just a few of the performing arts treasures of the state. Salt Lake City hosts multiple outdoor concert series every summer, as well as a multi-day arts festival and monthly gallery strolls. Professional, Broadway-caliber live theater is readily available at the Eccles Theater – an exciting new performing arts center in downtown Salt Lake – and at a number of the city’s playhouses, including the University of Utah’s own Pioneer Theater Company.

Salt Lake City’s many concert venues host some of today’s hottest names in music, as well as local talent bound to go big. Affordable performances by musicians in all genres guarantee something for everyone.

INDULGE YOUR “FOODIE” SIDE

Utah is consistently praised for its remarkable local food scene, as well as its award-winning craft breweries and distilleries. Inventive and locally sourced cuisine, impressive beer bars, creative restaurateurs, and thoughtful sommeliers have earned Salt Lake City a place in the hearts of foodies around the country.

Salt Lake City hosts bustling farmers markets in the summer and winter, featuring a variety of local produce, grains, protein, and crafts. The U also enjoys a smaller farmers market in the fall, with fresh produce grown in the campus’ two edible gardens.



“The increasing diversity at the U and its surrounding community means you can find incredible Latino food in the West Salt Lake City and Asian markets

dotted throughout Utah.” – DR. ANNIE FUKUSHIMA

University of Utah Faculty Member



SPEAK UP AND GET INVOLVED

Visitors are often surprised by Salt Lake City's progressive, civically engaged social justice advocates. Free events throughout the city – planned by a wide range of organizations – foster ongoing discussions about some of the state's and country's most pressing issues. The state capitol and legislators are easily accessible, enabling voters to engage lawmakers in these discussions.

In 2015, the state passed a landmark anti-discrimination bill, protecting LGBT people from employment and housing discrimination. Salt Lake City's annual Pride Festival is one of the largest in the nation and often includes Utah's openly LGBTQ elected officials. In 2016, Utah voters elected the first transgender U.S. Senate nominee from a major political party.

Active cooperation and coordination between lawmakers, scholars, and residents have led to innovative approaches such as the Housing First initiative. Housing First's success in moving people who experience chronic homelessness off the streets has been lauded across the country and is serving as a model for other states.

SCORE GREAT SEATS

Utah has fans! The University of Utah's football, gymnastics, basketball, swimming, and baseball teams have plenty of loyal fans. Utahns also enjoy cheering for the state's NBA team, the Utah Jazz; the Triple-A baseball team, the Salt Lake Bees; and the Major League Soccer team, Real Salt Lake.

With the Salt Lake International Airport just minutes from downtown, and Las Vegas, Los Angeles, and Denver within a day's drive, it's easy for fans to cheer on their favorite teams at away games.

