

Oregon Health & Science University



POSITION PROFILE

Director of Financial Aid

December 2023



*OHSU is where healing, teaching
and discovery come together.*



ABOUT OREGON HEALTH & SCIENCE UNIVERSITY

Oregon Health & Science University (OHSU) is a thriving academic health center comprising an adult and children's hospital, dozens of centers and institutes, five schools, including the [School of Dentistry](#), [School of Medicine](#), [School of Nursing](#), [OHSU-PSU School of Public Health](#), and the [OHSU-OSU College of Pharmacy](#) and multiple ancillary education programs. OHSU offers undergraduate, graduate and professional degrees as well as graduate certificates, and admits students into more than 55 accredited education programs, some of which are joint partnerships with other universities. Of the approximately 3,000 students enrolled at OHSU in fall 2022, approximately three-fourths were graduate and professional students. Nearly all of OHSU's approximately 750 undergraduate students are enrolled in nursing programs.

In recent years, OHSU has undergone structural and programmatic changes that have fostered innovation and growth across the university's academic programs. State-of-the-art facilities have come online, dynamic leaders have been recruited and a multitude of major initiatives have transformed the university's science and health professions educational programs. These exciting developments have put OHSU on a firm trajectory toward educational excellence.

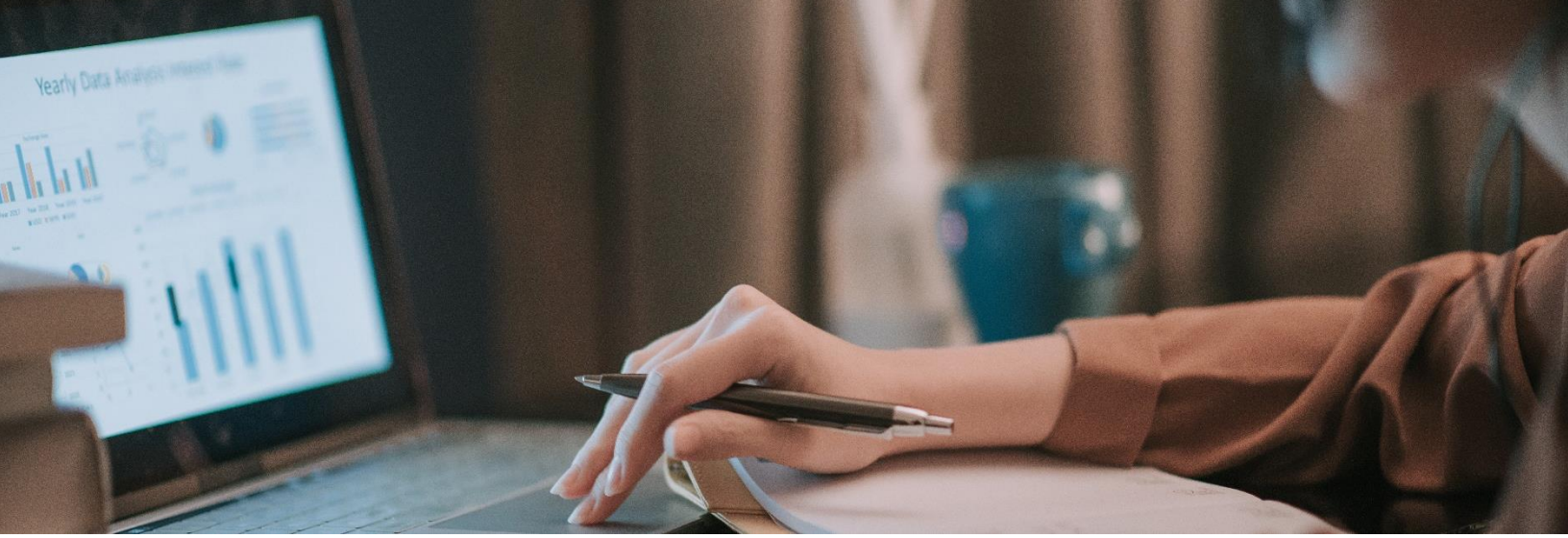
OHSU has approximately 19,700 employees, including more than 3,300 faculty, and also engages about 2,000 volunteer faculty at clinical sites throughout Oregon to help train its students in a community setting. For the fiscal year ending June 30, 2022, OHSU's operating budget totaled approximately \$3.88 billion with about 71% of revenue coming from clinical fees, 19% from grants and contracts, and 1% from state general fund appropriations.

The university's history and current priorities demonstrate a deep commitment to community service, improving the health and well-being of people in Oregon and beyond, and educating Oregon's future health care professionals. OHSU serves patients through more than 1.3 million visits annually and is the primary resource in the region for many types of highly specialized or tertiary patient care. The university's patient care services also include dozens of general and specialty clinics and diagnostic laboratories. OHSU seeks to transform health care education by building a community of educators and scholars engaged in implementing and evaluating trauma-informed educational practice, or TIE-P. TIE-P grounds nursing students in an equitable, inclusive, and culturally responsive educational approach using the six guiding principles of trauma-informed care.

Patient care connects directly to the thriving research on OHSU's Portland campus. In FY22 the university attracted \$573 million in external funding to support promising studies to add to the body of knowledge about prevention, detection, and treatment of disease. OHSU is home to several Howard Hughes Investigators, members of the National Academy of Sciences and National Academy of Medicine, and fellows of the Royal Academy of Sciences and the American Academy of Nursing. Click [here](#) to view OHSU's mission.

DIVERSITY, EQUITY AND INCLUSION

Over the course of the university's history, OHSU has grown into a world-class teaching hospital and research center that educates, employs and cares for people from many cultures, belief systems and experiences. Diversity is vitally important to OHSU's evolution as Oregon's only academic health center. Being a diverse institution creates an intellectually vibrant climate where a variety of ideas and perspectives work together to foster innovation. Diversity is key to maintaining a competitive workforce advantage. Integrating diversity into all areas and all parts of its mission is critical to OHSU's strategic goal of being a great organization, "diverse in people and ideas." OHSU is dedicated to improving the health and quality of life for all Oregonians, and anyone who needs us, through excellence, innovation and leadership in health care, education, research and community outreach, and recognizes that diversity of people and ideas are essential to succeed and thrive.



THE POSITION

Director of Financial Aid

The Director of Financial Aid provides leadership for the Student Financial Aid Office and is responsible for the development, execution, oversight and management of department operations and key initiatives in student financial aid. Responsible for more than \$100 million in financial aid funds disbursed annually, the director supervises a dedicated and experienced staff all working toward the goals of student access and success. The director reports to the Vice Provost for Enrollment Management and Academic Programs, who was previously a Director of Financial Aid at OHSU and appreciates the complex nature of the work.

Responsibilities

Key responsibilities of the director include:

- **Management of the entire operation of the Student Financial Aid Office.** This includes fostering efficiency in office operations, updating and training staff, maintaining updated policy and procedure manuals, solving complex problems related to financial aid administration and compliance, collaborating with various OHSU leaders and departments to resolve student problems, and monitoring curricular change and new academic program impacts in relation to student aid. The director ensures continued institutional participation in the Federal Title IV Financial Aid programs by executing and maintaining the Program Participation Agreement, or PPA.
- **Maintaining compliance with all federal, state and institutional aid regulations and rules.** The director oversees the administration of all federal, state and institutional financial aid, including developing awarding methodologies to equitably allocate aid, while simultaneously maintaining compliance with all financial aid regulations. The director creates strategic plans to implement new and changing regulations, including researching alternatives, testing options and evaluating outcomes. The director supervises the completion and reconciliation of all financial aid reports required by federal, state and accrediting agencies and is responsible for data stewardship of the Ellucian Banner Financial Aid system.
- **Oversees the determination of student eligibility for federal, state and institutional financial aid funds.** The director oversees the application of the federal verification process for selected applicants, the application of the principles of Financial Aid Professional Judgment where appropriate, and the utilization of information in the Ellucian Banner Student Information System, to ensure appropriate awarding and distribution of financial aid funds to students. The director also oversees the coordination of all institutional scholarships and loans, ensuring that donor intent is honored while advancing student success.
- **Operates effectively in a setting of unique complexity.** Effective administration of financial aid in a complex context requires systems thinking – the ability to see and understand whole systems and how elements of the system interact – financial acumen, attention to detail, and the ability to recruit, retain, and develop high-performing individuals who are aligned with OHSU's goals and values.

Qualifications

- A bachelor's degree in business administration, management, public administration, or a field directly related to the position. Master's degree in these fields is preferred.
- 8 to 12 years of increasingly responsible leadership experience as Director of Financial Aid or Associate Director of Financial Aid. Experience at an academic health center or an institution with health professions programs requiring specialized accreditation is preferred.
- 7 to 10 years of supervisory experience.
- Experience interpreting and implementing complex and changing federal and state financial aid regulations.
- Experience managing complex financial aid programs, including creating strategic plans and developing and implementing policies and procedures.
- Experience working with sophisticated and automated financial aid information systems. Experience with the Ellucian Banner Financial Aid System is preferred.
- Experience with federal Need Analysis and with awarding federal, state, and institutional funds.
- Experience with preparing and compiling federal and state financial aid reports.

Key Knowledge, Skills, and Abilities

- Ability to build strategic and sustainable cross-organizational partnerships.
- Demonstrated supervisory skills.
- Strong interpersonal skills and the ability to communicate effectively with a variety of individuals, including senior administrators, faculty, administrative staff and students.
- Independent judgment and the ability to multi-task and manage multiple priorities without supervision.
- Strong analytical skills and a demonstrated commitment to using data in problem-solving and decision-making.
- Ability to work with diverse populations and foster collaborative relationships.

WHY CONSIDER THE OPPORTUNITY?

- **Extending Opportunity and Access, Advancing the Mission.** The Director of Financial Aid plays a pivotal role in assisting students as they prepare for impactful careers in the health professions. The average age of students is 30, and most are graduate students, offering an opportunity to support mature and committed students. Effective administration of federal, state and institutional funds has been, and will continue to be, essential to advancing the important mission of OHSU.
- **Positioned for Influence.** The location of the Office of Student Financial Aid in the Provost's administrative unit helps to ensure that the Director of Financial Aid is "at the table" for consequential discussions and decisions about curricula and new program development. The director interacts regularly with deans and other school leaders in the structure of the university, fostering communication and collaboration.
- **Flexible Work Arrangement.** Subject to discussion and agreement with the Vice Provost for Enrollment Management and Academic Programs, the director – who will need to be on campus many days, may work in a semi-hybrid model that permits planned work from home.
- **Competitive Compensation and Benefits.** The director will receive a competitive and attractive compensation package.

OHSU CAMPUS AND COMMUNITY

OHSU has locations throughout Oregon and southwest Washington. Primary locations are in southwest Portland on the Marquam Hill, Schnitzer and South Waterfront Central District campuses. OHSU has a long history of engagement with Oregonians, with faculty teaching students in clinics, hospitals and other community settings throughout Oregon and southwest Washington. The School of Nursing also has campuses in Ashland, Klamath Falls, Monmouth and La Grande. In 2015, OHSU established a Campus for Rural Health with sites in Klamath Falls, Coos Bay and La Grande. OHSU also offers academic programs via distance education.

MARQUAM HILL is OHSU's main campus, comprising 33 buildings on 116 acres, and surrounded by forested park land and residential neighborhoods. Mackenzie Hall was the first building constructed on campus in 1919. Marquam Hill is the center of OHSU activity and construction of a new inpatient addition is underway.

SOUTH WATERFRONT CENTRAL DISTRICT is connected to Marquam Hill via a 3-minute trip on the Portland Aerial Tram. OHSU has developed a third of its 10 acres in the Central District, beginning with the Center for Health & Healing, or CHH-1, which opened in 2006, and CHH-2 and Rood Family Pavilion, or RPV, which opened in 2019.

SCHNITZER CAMPUS's 19 acres was donated to OHSU in 2004 by the Schnitzer Investment Corporation. The Robertson Collaborative Life Sciences Building was the first building to open, in 2011, and is shared among OHSU, Portland State University and Oregon State University. The adjacent Knight Cancer Research Building opened in September 2018.

WEST CAMPUS, which borders Beaverton and Hillsboro (30 miles west of Marquam Hill campus), comprises the Oregon National Primate Research Center, or ONPRC, and the Vaccine & Gene Therapy Institute, or VGTI. The 166-acre campus is 62% forest and floodplain, which contributes to the security of the site and healthy ecosystems.





TO APPLY

Confidential review of applications will begin immediately and continue until the position is filled. **Parties who apply by February 6, 2024 will be given first consideration.** Upon application, please submit your CV/resume and a cover letter that describes both your motivation for application and how your leadership experience aligns with the qualifications of the role. All applications and nominations will be held in confidence.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su396>

For more information or to offer recommendations or nominations:

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OHSU values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply. To request reasonable accommodation, contact the HR Service Center at 503-494-0773 or askhumanresources@ohsu.edu.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York and North Carolina.



ABOUT PORTLAND, OREGON

Big-city excitement and small-town charm make Portland one of the most popular cities on the West Coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. The Portland metro area is home to approximately 2.35 million residents. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system, comprising more than 200 parks in such areas as the elm-shaded South Park Blocks downtown and Washington Park, home of the International Rose Test Garden and a Japanese Garden. Portland's Forest Park, more than 5,000 acres, is the largest park within a city in the U.S. and has nearly 80 miles of walking trails.

Portland's award-winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.

To learn more about Portland and surrounding areas:

Information about Portland, OR: <https://www.travelportland.com/>

Portland Regional Chamber of Commerce: <https://www.portlandregion.com/>

City of Portland, OR: <https://www.portlandoregon.gov/>

