

Brescia University Owensboro, Kentucky *Director of Financial Aid*

Brescia University (www.brescia.edu) is seeking nominations and applications for the position of Director of Financial Aid. Founded in 1950 by the Ursuline Sisters of Mount Saint Joseph, Brescia offers undergraduate and graduate programs that serve students who seek success through rewarding careers and service to others. The University is a Catholic, liberal arts institution founded in the Ursuline tradition of personal and social transformation through education, directed to academic and moral excellence in a student-centered environment.

The Director of Financial Aid will provide overall leadership and vision to Brescia University's financial aid programs and counseling operation. The new Director will be responsible for the development and implementation of all financial aid strategies, including organizing, staffing, reporting and structuring. Reporting to the Vice President for Enrollment Management and Executive Director of BU Online, the Director will also serve as the University Compliance Officer for financial aid and related matters.

Essential Duties:

- Oversee all administrative functions of the Financial Aid Office by designing workflow, assigning workflow, supervising staff work activities and providing ongoing professional development opportunities for all personnel.
- Responsible for forecasting budgets, monitoring aid expenditures and executing need analysis and packaging policies to meet institutional goals.
- Formulating and overseeing University financial aid policies, procedures and operations under the highest ethical and service standards.
- Ensures the delivery of data, applications and reports as required by internal entities and external agencies including the DOE, KHEAA, and other reporting bodies representing student aid programs.
- Leads and oversees general administration, continued development and refinement of financial aid information systems for the delivery of all financial aid services.
- Works closely with external constituents and the University community including representatives in the Offices of the President, Enrollment, Business and Finance, and Advancement.

Requirements:

- Bachelor's Degree, Masters preferred with a minimum of 5 years of progressively responsible experience in financial aid in higher education (2 years as a supervisor preferred).
- Strong organizational & leadership skills, including demonstrated ability to train & develop staff.

- Successful experience with Title IV, state, private and institutional financial aid programs.
- Knowledge of and experience in implementing federal, state and institutional financial aid program practices, laws and compliance regulations.
- Progressive thinker with a vision to identify and integrate appropriate technology into the financial aid process.
- Demonstrated strategic understanding of the integral role of financial aid in supporting student enrollment, student success and student services.
- Strong commitment to customer service, excellent oral and written communication skills
- Knowledge of budget preparation, monitoring and administration; demonstrated experience in collecting and analyzing data and implementing enhancements.
- Knowledge and experience with industry-related software and database management (PowerFaid preferred)

Brescia University is being assisted by the partners of the search firm: **Hyatt•Fennell LLC**. Nominations and application materials should be submitted to: **Cheryl Hyatt** at Brescia@hyatt-fennell.com.

Cheryl Hyatt
Brescia@hyatt-fennell.com
www.HYATT-FENNELL.COM
724-242-0476

Application materials will include a focused letter of interest, a current résumé, and complete contact information for five professional references. All applications and nominations will be considered highly confidential.