



Director of Financial Aid

Lock Haven University—a leading institution within Pennsylvania’s State System of Higher Education—seeks a student-focused, collaborative, and innovative professional as its next **Director of Financial Aid**.

The Position: Reporting to the Vice President for Enrollment Management and Student Affairs and overseeing a staff of three Assistant Directors, two processing staff members, and student workers, the Director of Financial Aid is responsible for management of the Financial Aid Office, which directs all aspects of student financial aid awarding and administering. Heading a stable department that is experiencing renewed support from the University to better leverage financial aid, she/he will direct and coordinate all aspects of federal, state, university, and various other sources/programs of student financial aid in accordance with applicable federal and state laws, regulations, Board of Governors policies, institutional policies, and operational guidelines. The Director recommends, develops, reviews, implements, and interprets to others the policies and procedures related to student financial aid programs; acts as the spokesperson for the office—and for the University as a whole—in dealing with various federal, state, and other non-institutional agencies, as well as institutional administrators, offices, and committees; directs the selection, supervision, training, evaluation, and all other personnel functions associated with the office staff; administers and controls the operating budget of the office; and recommends computer programming modifications and additions necessary to keep the University in compliance with changing federal and state laws and regulations and to optimize student service and staff efficiency. Key foci of the position include, enrollment management, regulatory requirements, customer relations, fiscal management, supervision and training, institutional effectiveness, institutional relations, budget preparation, and public relations. Additional information may be found listed on the posting at Lock Haven University’s job portal: <https://jobs.lhup.edu/postings/4530>.

Qualifications: The successful candidate will have significant experience in financial aid administration, with progressive management responsibility, at an accredited institution of higher education. She/he will have a demonstrated commitment to diversity and to providing outstanding customer service for students and parents. The next Director will have proficiency in Title IV financial aid and other federal and state regulations pertaining to financial aid. The ability to provide effective leadership and management, communicate successfully, build personal relationships, and maintain an attention to detail are necessary. Experience with student information systems, public higher education, and a collective bargaining environment will be helpful. A Bachelor degree is required; Master’s degree preferred.

The Institution: Since its founding in 1870 as Central State Normal School, Lock Haven University, one of 14 institutions in Pennsylvania’s State System of Higher Education, has been a leader in public higher

education. Long-recognized for its academic rigor and its excellence in teacher preparation, “The Haven” now offers a full array of 60 degree programs, including 49 undergraduate majors and certifications, 47 minors, and eight graduate programs, on its attractive 175-acre main campus and its branch campus in Clearfield, PA. More than 3,400 undergraduate students, 45% of whom are first generation college students, and nearly 350 graduate learners enroll annually, and the University employs 280 staff members and 219 full-time faculty, of whom 83% hold earned doctorates. All courses are taught by faculty, and the student-faculty ratio is 18:1. Fully accredited as a University and holding prestigious discipline-specific accreditations for many of its programs. The University ranked first among PASSHE universities in the 2017-18 academic year for performance outcomes in the areas of student success, comprehensive access to opportunity, and stewardship of PASSHE and Commonwealth resources. To learn more about the University, please visit <https://www.lockhaven.edu>.

Location: Lock Haven University’s main campus is located on the West Branch of the Susquehanna River in the scenic mountains of central Pennsylvania. The historic town of Lock Haven is home to approximately 10,000 residents and boasts a downtown with tree-lined streets and beautiful Victorian homes in a safe and quiet environment. The University and local Millbrook Playhouse offer many cultural amenities. Experiencing four distinct seasons, the Susquehanna Valley region offers numerous, year-round outdoor activities, including hiking, camping, fishing, hunting, kayaking, photography, skiing, and sightseeing. Lock Haven is located within 30 miles of the diverse, small city of Williamsport (home of the Little League World Series) and the quintessential college town of State College (Penn State University). Central Pennsylvania combines the luxury and cost of living of a rural lifestyle with easy accessibility to urban environments. Lock Haven is four hours from New York City, Philadelphia, Baltimore, Washington, D.C., and Pittsburgh.

Application: Interested candidates should visit <https://jobs.lhup.edu/postings/4530> to submit applications directly through the Lock Haven University job portal. For a confidential discussion about this opportunity or to make a nomination, please email Dr. Tyana Lang, Vice President for Enrollment Management and Student Affairs at tsl400@lockhaven.edu. The review of candidates will begin on March 1, 2019 and first round interviews will commence thereafter.

Lock Haven University is profoundly dedicated to cultural diversity and supports the integration of diverse and international perspectives within the working and learning environment. Lock Haven University is an equal opportunity/affirmative action employer and encourages applications from people of color, women, veterans, and persons with disabilities.



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