



Executive Director of Financial Aid

The **University of the District of Columbia**, located in the heart of the embassy district in one of the world's most cosmopolitan cities, Washington DC, invites inquiries, nominations, and applications for the position of **Executive Director of Financial Aid**. This Directorship is a tremendous opportunity to truly make a difference in the University and to its students as it enters a promising new era in the District.

The new Executive Director will assume administrative responsibility for all financial aid programs within the University, and will have, with full commitment from the institution, the opportunity to assess the need for, plan, and implement major improvements in the financial aid function, commensurate with UDC's status as the only public institution of higher education in the nation's capital. Reporting to the Vice President for Student Affairs, Dr. Valerie Epps, the new Executive Director will be responsible for ensuring the delivery of excellent student-centered service; developing and implementing financial aid policies and procedures that ensure compliance with all federal, district, institution, and NCAA rules and regulations; and collecting and preparing, in a timely manner, data for compliance reporting and program reconciliation. Supervising a team of eight to ten, and working collaboratively with Admissions, Student Accounts, and Finance, the new Executive Director will play an integral role in the ongoing success of the University of the District of Columbia.

The ideal candidate will be a seasoned professional with a successful track record of leading a higher education financial aid office, preferably in an urban, public setting. Excellent organizational skills and exceptional strategic, quantitative, and analytic skills, with an in-depth knowledge of financial aid need analysis and federal regulations governing the management and delivery of financial aid funds are necessary. Strong candidates will have superior team leadership and coalition-building skills, as well as supervisory, performance appraisal, and staff development skills. Excellent oral, written, and interpersonal skills, with a customer service approach that incorporates a global perspective with a commitment to diversity, are required. Candidates who display knowledge and experience that includes a history of success in financial aid in higher education settings are preferred. Experience working in a union environment is a plus. A bachelor's degree is required, as is a proven track record of progressive responsibility in the financial aid arena that includes previous supervisory experience. Familiarity with Banner Software is preferred.

The University of the District of Columbia, located in upper northwest Washington, DC, is the only public institution of higher education in the District, enrolling approximately 5,800 students from the local region, every state in the nation, and 100 foreign countries. Students matriculate in associate, baccalaureate, graduate, and professional programs. UDC promotes best practices across higher education, cognizant of shifting contexts for living and working in the 21st Century and beyond. The University has a commitment to preparing its graduates for immediate entry into the workforce, the next level of education, specialized employment opportunities, and life-long learning. For additional information about the University, please visit www.udc.edu.

Application: For a confidential discussion of the opportunity, or to nominate a colleague, please call Mary Wagner, RPA Inc. Senior Recruitment Specialist, at 413-835-0468 or email udcfinancialaid@rpainc.org. Review of candidates will begin January 30, 2012. A current resume and cover letter addressing the qualifications of the position in Word format should be sent to udcfinancialaid@rpainc.org. UDC is an EEO/AA Employer.