OFFICE OF FINANCIAL AID  
DIRECTOR OF FINANCIAL AID  

FULL-TIME: 12 month position with benefits

BASIC JOB DESCRIPTION: The Director of Financial Aid will be skilled at enhancing customer service, training and supervising professional and support staff; supporting continuous improvement; the development and improvement of technology systems in support of a sophisticated enrollment revenue management system; analyzing, monitoring and reporting on the distribution of aid; collaborating with offices across the University, and a leader in the integrated, student enrollment services of the one-stop shop.

QUALIFICATIONS: A bachelor’s degree, valid driver’s license, and proven leadership experience in financial aid in a higher education setting. Five or more years experience in a financial aid or student financial services setting, including three or more years in a college financial aid leadership position. Experience at the director level is preferred. Extensive knowledge of the role of financial aid in the student recruitment and retention process. Expertise with financial aid management and reporting systems (SCT BANNER a plus). Student counseling experience and the ability to communicate with a diverse group of students and parents regarding financial aid. Experience with CSS profile, and strong knowledge of Title IV federal financial aid regulations as well as state and NCAA financial aid regulations policies and procedures suitable to ensure institutional compliance. A desire to advance the University’s mission and an understanding of the nature of independent colleges and universities is preferred.

ESSENTIAL JOB FUNCTIONS: Stetson University in Deland, FL seeks a dynamic, skilled, and experienced leader to assume the responsibilities of Director of Financial Aid. The Director of Financial Aid will lead the activities of the Student Financial Planning Office as a customer service based operation, and will contribute to the recruiting, retention, and revenue efforts of the university, while ensuring compliance with federal, state, and NCAA regulations. The Director of Financial Aid will be well versed in counseling prospective and enrolled students and families in all aspects of financial planning for higher education, and with federal, state and institutional financial aid. The Office disburses approximately $90 million in aid to students in both full and part-time undergraduate and graduate programs. Reporting to the Vice President for Enrollment and supervising a staff of seven, the Director of Financial Aid will be a team player and team leader. Some travel may be required.

OTHER: Founded in 1883, Stetson University (http://www.stetson.edu) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson’s faculty works with 4,400 students in undergraduate, graduate, and professional programs. The University’s historic main campus, located in DeLand, enrolls more than 2,800 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida’s first law school, moved from the main campus to Gulfport in 1945, and, with the addition of the Tampa Law Center, serves over 1,000 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at Stetson University Center in Celebration include Business, Educational Leadership, Reading Education, and Counseling. Florida’s oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa.

Stetson University provides an inspiring education that engages students with rigorous academic and creative study grounded in liberal learning and promotes civic values of personal and social responsibility. Working closely with faculty and with one another, students cultivate abilities to explore issues deeply, think critically, reason empirically, speak persuasively, and connect ideas creatively. Firmly committed to inclusive excellence, our vibrant community of teacher-scholars nurtures the potential of individual students to lead lives of significance and prepares each to meet the challenges of shaping the future—locally, nationally, and globally.

TO APPLY: The review of candidates will begin immediately and will continue until the position is filled. Applicants should submit a letter of application, resume, and the names of three to five references to Stetson University Office of Human, Stetson University, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 or EMAIL: humres@stetson.edu. Please include three professional references and salary history. EOE

Stetson University, an equal opportunity employer, affirms the values and goals of diversity and strongly encourages the applications of women and candidates from historically underrepresented groups.