

Assistant Vice President for Student Financial Services Millersville University

The University

Millersville University, a comprehensive public institution, is one of 14 universities of the Pennsylvania State System of Higher Education. Located on 250 beautiful acres in Lancaster County, Pennsylvania the University enrolls approximately 8,700 students (7200 undergraduate). With over 100 undergraduate majors, 26 Masters degrees and three doctoral programs, Millersville University offers a broad array of academic choices within three separate Colleges – Science and Technology, Education and Human Services, and Arts, Humanities and Social Sciences. The University prides itself on low student-faculty ratios, small class sizes and top tier national rankings. Excellent academic, residential, athletic, and performance facilities, that blend both historic and contemporary design, are found throughout campus. Sixty-six percent of full time students receive some form of need-based aid and the average scholarship or grant exceeds \$5,700. The University is selective in its admissions with a 58% acceptance rate and 32% yield on admitted students. Lancaster County blends both suburban and rural living, yet is in close proximity to major urban centers such as Philadelphia, Baltimore and Washington.

Mission Statement: Millersville University provides diverse, dynamic, meaningful experiences to inspire learners to grow both intellectually and personally to enable them to contribute positively to local and global communities.

Vision Statement: We will transform each learner's unique potential into the capacity for successful engagement in career and life opportunities.

The Position

Millersville University of Pennsylvania seeks an experienced, innovative and strategic leader to fill the newly created role of Assistant Vice President for Student Financial Services (AVPSFS). Reporting directly to the Vice President for Finance and Administration (VPFA) the AVPSFS will be responsible for the Offices of Financial Aid and Student Accounts (Bursar). Both offices will soon relocate to a shared space that will enhance collaborative efforts and improve the customer experience. The Assistant Vice President for Student Financial Services will partner closely with the Vice President for Student Affairs and Enrollment Management to promote and facilitate strong customer service as it relates to financial aid and billing, and how that translates into supporting University enrollment and retention goals. The AVPSFS provides leadership and oversight for financial aid administration and compliance. Their aim is to have both functional areas work collaboratively to achieve departmental as well as institutional goals, and create an enrollment and student success strategy that is forward thinking, innovative, and dynamic. This position represents a significant opportunity to help shape the vision

to leverage financial aid and student success to achieve the institution's overall goals and objectives. The Assistant Vice President for Student Financial Services, with colleagues across the university, will craft an institutional financial aid program that supports the University's evolving strategic enrollment plan.

Qualifications

Required:

- Master's degree in business administration, higher education administration or related field.
- Minimum 5 years of successful progressively responsible experience in managing a student financial aid function in higher education and in developing, evaluating, and improving financial aid awarding from a data-driven perspective.
- Proven technical skills in data management, data processing concepts, and computerized systems related to student financial aid as well as proficiency with statistical software.
- Demonstrated knowledge of best practices in the efficient use of resources and of all aspects of federal student financial aid processes and regulations including Title IV and veteran benefits.
- Demonstrated ability to: analyze and interpret Federal and State regulations, professional and technical journals, financial reports and legal documents; navigate and resolve financial aid compliance issues; effectively prioritize and multi-task in a fast-paced environment.
- Demonstrated leadership and team building skills, including professional development and cross training opportunities for staff.
- Strong and dynamic interpersonal communication skills with a demonstrated ability to communicate effectively with students and other stakeholders; excellent customer service skills.
- Demonstrated ability to communicate with multiple campus constituencies about the operations and missions of each functional area under their supervision.
- Successful interviews and three background clearances.
- Experience with institutional financial aid leveraging that maximizes net tuition revenue and assists in meeting both long and short-term enrollment and retention goals.

Application Procedures

To apply, go to <http://jobs.millersville.edu/postings/4219> and create a staff application. Full consideration given to applications received by **March 17, 2017**. RH Perry and Associates is assisting Millersville University with this search. For further information about the position, contact:

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