

## **Director of Financial Aid**

Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a state-assisted, Carnegie doctoral/research-extensive institution that serves its students and enriches the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement. Its 24,000 students, including over 6,000 graduate students, form a diverse and multicultural community in six academic colleges. Through a collaborative and innovative approach to education and research, the University focuses on student learning and addresses critical needs in the professions. ODU's programs are offered on the main campus, at higher education centers in the region, and at numerous distance learning sites.

Old Dominion University is seeking a highly professional and experienced individual for the position of Director of Financial Aid. The position reports to the Associate Vice President for Enrollment Management and is responsible for the development and implementation of financial aid strategies, policies, and procedures to serve the university's goals and ensure compliance with federal, state, and local regulations and statutes. The Director serves as the Chief Compliance Officer for Title IV federal aid regulations and works closely with other state and national agencies. The director maintains a service-oriented financial aid team responsible for distributing scholarships and financial aid. The Director is also responsible for ensuring fiscal accountability in fund management, disbursement and recovery by coordinating technology and information systems for effective administration of student financial aid funds. Additionally, the position supports collaborative initiatives for recruitment and retention within the division of Student Engagement and Enrollment Services.

The successful candidate must possess a bachelor's degree from an accredited institution with work experience

equivalent to an advanced degree while master's degree is preferred; several years of progressively responsible experience in Financial Aid leadership in higher education; demonstrated ability to supervise staff; and considerable knowledge and understanding of contemporary best practices in financial aid management. Additionally, the successful candidate will possess a demonstrated record of excellence in customer service; fiscal accountability in fund management; commitment to diversity and equal opportunity; the ability to work collegially and to collaborate across campus with academic and administrative areas; excellent interpersonal and communication skills; ability to multi-task and meet deadlines; knowledge of technology and its application to enhance financial aid processes; and the related ability to review and analyze data and make informed decisions.

Review of applications will begin February 27, 2012 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the SJG website at [www.spelmanandjohnson.com](http://www.spelmanandjohnson.com) under the link Open Positions. Nominations for this position may be emailed to Jennifer Hiatt at [jnh@sjgsearch.com](mailto:jnh@sjgsearch.com). If you are unable to submit materials electronically, please call SJG at 413-529-2895.

SJG – The Spelman & Johnson Group  
Old Dominion – Director of Financial Aid  
Jennifer Hiatt, Senior Associate

Visit the Old Dominion website at [www.odu.edu](http://www.odu.edu)

Old Dominion University is an equal opportunity, affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.