



Title: Assistant Vice President for Undergraduate Education and Executive Director for Student Aid Date Printed: 11/19/2017

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Work Location: University Park Campus, Pennsylvania,

### **Description**

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The Office of Undergraduate Education at the Pennsylvania State University seeks an innovative leader for the position of Assistant Vice President for Undergraduate Education and Executive Director for Student Aid. This individual will be responsible for the organization, direction, and implementation of all activities and responsibilities of the Office of Student Aid, reports directly to the Vice President and Dean for Undergraduate Education, and will serve as a member of the Vice President's leadership group and the Enrollment Management team.

The Assistant Vice President for Undergraduate Education and Executive Director for Student Aid will lead strategic planning and implementation of student aid goals university-wide, including setting strategies to assist with the recruitment and success of students

In addition, the Assistant Vice President for Undergraduate Education and Executive Director for Student Aid will be responsible for the analysis of information and data necessary to support these strategic goals; direct and manage the Student Aid office budget and manage staff development activities, including hiring, training, and evaluation; and provide oversight for all aspects of student aid, including planning, organizing, and managing federal, state, university, and privately funded financial aid while monitoring and ensuring compliance with federal and state regulations. The Assistant Vice President for Undergraduate Education and Executive Director for Student Aid will serve on various University committees, including the Faculty Senate Committee on Admissions, Records, Scheduling and Student Aid; maintain external and internal communications and relations with other universities, professional associations, Department of Education officials, and service organizations; keep informed on national, regional, and state trends in higher education and student financial aid; and represent the University at professional meetings and conferences.

The successful candidate must be able to coordinate with the Office of Governmental Affairs on reviewing and responding to proposed regulatory changes to state and federal financial aid programs and be able to advocate for new or increased funding for student aid to external agencies. The position requires a Master's degree and at least 10 years of progressively responsible leadership and experience in higher education student financial aid.

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## Required Skills

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The successful candidate also should have demonstrated success in developing, evaluating, and improving financial aid awarding from institutional and data-driven perspectives and must possess a superior record of leadership and of the potential to contribute effectively to the mission of the university. In addition, the Assistant Vice President for Undergraduate Education and Executive Director for Student Aid will provide leadership and support for diversity, serve as a strong advocate for the role of student aid in ensuring access and affordability for public higher education, and lead efforts in quality improvement in a large multi-campus public university, including maintaining strong liaison and training support of campus-level student aid staff that work directly with students at each campus.

Essential qualities and skills include, but are not limited to, planning, organizational, and management skills, excellent public speaking and communication abilities, high energy and creativity, capacity to work with others, ability to solve problems, experience in the application of technology to support student aid administration, and sound judgment. Information on The Pennsylvania State University can be obtained by accessing <http://www.psu.edu/>. Information on the Office of Student Aid is available at <https://studentaid.psu.edu/>.

**Kind:** Full Time

**Level:** Faculty

## Apply

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Applicants should provide a cover letter and curriculum vitae. Please contact Yvonne Gaudelius with questions about the position or nominations. **Review of applications will begin on December 1, 2017 and will continue until the position is filled.**

**Apply online at** <https://psu.jobs/job/75369>

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