
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment Email: jobline@evergreen.edu

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Bulletin 2008-043MSM

Reopened: April 8, 2009

Review of applications begins: April 20, 2009

DIRECTOR OF FINANCIAL AID

SPECIAL NOTE

The Director of Financial Aid position is available in Enrollment Services at the Olympia Campus of The Evergreen State College. The position is a professional "at will" position, exempt from state Civil Service rules and the Fair Labor Standards Act overtime requirements. This recruitment is ongoing with a negotiable start date as late as summer of 2009.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program, and seven public service centers that constitute a unique academic setting. The College values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

POSITION PURPOSE

This position reports to the Associate Vice President for Enrollment Management and is responsible for the overall direction, leadership and management of the Financial Aid Office. The office administers over \$25 million in financial aid resources. The office is part of the Enrollment Services unit, which includes Admissions, Registration and Records, Student Employment and the Associate Vice President for Enrollment Management offices.

COMPENSATION

- Salary is \$5438 - \$5956 per month depending on qualifications.
- A full benefits package which includes: 12 days of sick and 22 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college/university (master's degree preferred);
- Three years of professional experience in a college or university financial aid office;
- Three years of supervisory experience of full-time professional and clerical staff.

ESSENTIAL FUNCTIONS

- Award and distribute funds to eligible students in a timely, accurate and equitable manner;
- Serve as the college's authority on federal and state financial aid programs, including interpretation of, implementation of, and compliance with regulations, procedures and eligibility requirements;
- Prepare reports for federal and state agencies, annual audits, and/or program reviews;
- Prepare and administer all financial aid award budgets and all office administrative budgets;

ESSENTIAL FUNCTIONS (continued)

- Hire, train and supervise a culturally diverse team made up of professional and support staff;
- Oversee the Financial Aid SCT Banner software processes;
- Plan and implement short- and long-range goals for the office, including those that would support the recruitment, retention and graduation goals of the college;
- Oversee the production of the office's publications and website to ensure that students have timely, accessible, and understandable information;
- Serve as a member of the Enrollment Management Team working collaboratively with appropriate campus offices and constituencies;
- Foster a commitment to excellent student-centered service;
- Counsel students, parents and others about financial aid issues;
- Respond to all appeals from applicants.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational and problem-solving skills;
- Demonstrated ability to work independently as well as in a collaborative decision making environment;
- Ability to prioritize a variety of projects and assignments requiring a high degree of accuracy and attention to detail;
- Knowledge of budget management;
- Excellent written and interpersonal communication skills;
- Ability to work with complex records management systems with demonstrated ability to maintain database integrity, organize data and produce reports;
- Commitment to providing professional, friendly and efficient service to a wide variety of constituencies;
- Ability to work with conflict and to mediate difficult situations;
- Ability to work effectively and collaboratively with culturally and economically diverse populations;
- Ability to function as a leader and a team-builder;
- Experience working with and providing innovative solutions regarding financial aid software applications;
- Ability to work occasional evenings and weekends.

CONDITIONS OF EMPLOYMENT

- As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work, and persons may be required to submit to a background check;
- May require occasional evening and weekend work.

APPLICATION PROCESS

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that thoroughly addresses how your knowledge, skills, abilities and experience relates to, at a minimum, the **first five Knowledge, Skills and Abilities** listed above;
2. A chronological resume including months and years that details your education, training and professional experience. Including the names, addresses and current telephone numbers of your immediate supervisors for each position you have held;
3. A completed Reference sheet (required) and an Affirmative Action Data form (optional), including the names, current addresses and telephone numbers of at least three work-related references;
4. Submit responses to the two questions below. Please limit yourself to one page per response.
 - Cite an example of how you have implemented procedures or policies that reflect your commitment to excellent student centered service
 - Please describe how past work experiences evidence you leadership abilities and team-building skills

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, SEM I Room 4107
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Seminar I Building, Room 4107 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

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AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: DIRECTOR OF FINANCIAL AID 2008-043MSM

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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REFERENCES

Name: (Print) _____

Position: DIRECTOR OF FINANCIAL AID 2008-043MSM

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date