



## Director of Financial Aid

Christopher Newport University invites applications for the position of Director of Financial Aid. Reporting to the Dean of Enrollment Services, the Director will be responsible for the leadership, administration, management, and strategic direction for the delivery and coordination of federal, state, and institutional student financial aid programs; coordinating and overseeing audits, compliance reviews, and account reconciliation; maintaining compliance with all federal, state, and local regulations governing student aid programs; accounting operations; budget preparation; maintaining Federal and state fund budgetary controls and regulatory compliance; delivering funds and services to students; preparing Federal, state, and institutional reports; and providing a student-centered environment in support of students and prospective students by assisting them and their families with obtaining financial resources to assist in meeting their educational expenses.

A Master's degree or a Bachelor's degree and experience that equates to an advanced degree is required. The successful candidate must have a proven history of directly related and progressively responsible experience in financial aid or in a related area of higher education; demonstrated knowledge of and ability to interpret federal, state, and institutional financial aid rules and regulations; prior supervisory experience; experience working with Enterprise Resource Planning (ERP) systems for higher education; strong organizational skills; strong leadership, teambuilding, collaboration, strategic planning, and interpersonal communication skills; proven ability to set work priorities and manage multiple projects simultaneously in a fast-paced, hands-on environment while meeting deadlines; and demonstrated ability for student programming and public speaking. Preference will be given to candidates with computer proficiency in Microsoft Office suite; experience with student program development; demonstrated experience with Sungard's Banner HE; experience with SQL\*, Toad, SQL Developer, or an equivalent application; strong financial management experience; data analysis experience; experience working at a four-year liberal arts institution; demonstrated experience with program management; and familiarity with the Commonwealth of Virginia's financial aid programs.

Selected by The Princeton Review to be included in *The 376 Best Colleges: 2012 Edition*, Christopher Newport University is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A "student-first, teaching-first" community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 4,800 students. Academic programs at CNU encompass more than 80 areas of study, from biology to business administration and political science to the performing arts. The University has recently completed over \$650 million in capital construction on its 260-acre campus, generated nearly 9,000 applications for a freshmen class of 1,200 and has been named one of the top 10 "up and coming" liberal arts schools in *U.S. News & World Report's America's Best Colleges* guide. For further details and information about Christopher Newport University, visit the University's web site at <http://www.cnu.edu>.

Confidential inquiries, nominations, and application materials should be directed to the University's executive recruitment consultant:

Martin M. Baker, Vice President  
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**Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity.**