

SAINT MARTIN'S UNIVERSITY

DIRECTOR OF FINANCIAL AID

Saint Martin's University is a Catholic, Benedictine school with 1,250 students on its main campus and another 350 students who attend at five extension campuses. The school is known for its caring and supportive approach to all aspects of student life. Saint Martin's is located on a beautiful wooded campus in Lacey, Washington, which is at the southern end of Puget Sound, adjacent to Olympia, the state capital (pop. 100,000), and is less than two hours from Mount Rainier and Seattle.

The Director of Financial Aid is a full-time administrative position reporting to the Dean of Enrollment. The director will provide overall management and the strong leadership necessary for the effective administration of the university's student financial aid programs. He/she must have an effective customer-service style and act as a mentor and trainer to a young and committed staff.

This director is responsible for financial aid services on the main campus and for several extensions, particularly Fort Lewis Army Post and McChord Air Force Base. He/she is responsible for ensuring compliance with federal, state, and institutional regulations. This person must work closely with the Dean of Enrollment in addressing student and family financial aid concerns. He/she also needs to work effectively and collaboratively with co-workers and colleagues across the University, and with alumni. The director will be expected to contribute to planning and implementation of financial aid programs to meet the University's enrollment goals.

Requirements for the position are a bachelor's degree with a master's degree preferred. The candidate should have a minimum of five years management experience in college financial aid. The candidate should have strong interpersonal and communications skills and the ability to work with a diverse student body. This person should also be well versed with software, preferably with Powerfaids.

This position has a full benefit package and a competitive salary commensurate with education and experience.

Review of resumes and candidate consideration will continue until the position is filled. For first consideration please submit materials no later than August 8. Hardwick-Day will be assisting Saint Martin's University with this search. Please send nominations or a resume and cover letter by email to:

David Busse
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