



DIRECTOR OF FINANCIAL AID

The University of Portland is Oregon's Catholic University, focused on teaching, faith, and service, with 3,200 students and 280 professors. It is located in the beautiful city of Portland, less than two hours from mountains and the ocean.

The Director of Financial Aid is a full-time administrative position reporting to the Vice-President for Enrollment Management and Student Life. The director will provide overall management and the strong leadership necessary for the effective administration of the university's student financial aid programs. He or she must have an effective customer-service style and be a mentor and trainer to a young, talented staff. The director needs to have a working knowledge of technology (Banner preferred). He or she must be a good communicator, a team player within the university, and able to develop the staff in the same manner. He or she needs to be familiar with federal and state regulations and ensure that the university is in compliance with these requirements. The director will be expected to contribute to the university's strategic planning and provide leadership on the effective application of student financial aid programs and their integration into an enrollment management model.

Requirements for the position are a bachelor's degree with a master's degree preferred. The candidate should have five to eight years of professional experience, including management experience, in a financial aid office or other enrollment management area. The candidate should have at least two years' direct experience in customer service. This position has a full benefit package and competitive salary commensurate with education and experience.

Review of résumés and candidate consideration will continue until the position is filled. Hardwick~Day will be assisting the University of Portland with this search. Please send nominations or a résumé and cover letter by e-mail to:

David Busse Hardwick~Day
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952-854-2979

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