



Greenwood/Asher
& ASSOCIATES, LLC

The Opportunity

The University of North Texas (UNT) invites applications and nominations for the position of Assistant Vice President for Financial Aid and Scholarships (AVPFAS). This position reports directly to the vice president for enrollment and is responsible for directing the strategic and operational activities for financial aid programs, delivery of financial aid services and scholarships to students, and ensuring compliance with federal, state, and university policies. The AVPFAS is responsible for formulation and approval of departmental goals, policy development and approval, supervision of a department with 47 full-time staff, and budget development and allocation.

A Carnegie-ranked Tier One public research university, the University of North Texas is a place where students from all walks of life push creative boundaries and tap into their imaginations to transform the world around them. UNT continues to reach new heights in serving Texas' students, enrolling nearly 41,000 students, improving retention rates, and graduating record numbers of students each year. UNT helps power the North Texas region's workforce with well-educated, highly qualified graduates. Of its 434,000 alumni, 294,000 live in the Dallas-Fort Worth area.



UNT is home to 239 programs, many nationally and internationally recognized in areas ranging from education to music to political science, which provide a strong foundation for growth. UNT's world-class faculty merge creativity with technology to make breakthroughs every day while encouraging students to discover new paths and solutions that help them achieve their dreams. Already one of the nation's largest universities, UNT also is one of the most diverse. This year, the university was designated a Minority-Serving and Hispanic-Serving Institution, better reflecting the population of Texas.

The Role of the Assistant Vice President for Financial Aid and Scholarships

The Assistant Vice President for Financial Aid and Scholarships (AVPFAS) is a part of the Division of Enrollment leadership team. In addition to Student Financial Aid and Scholarships, the Division includes Admissions, the Office of the Registrar, Enrollment Systems, Data Analytics and Institutional Research, and the Welcome Center. The Division of Enrollment is committed to the support and realization of the University of North Texas' strategic enrollment goals. As a collaborative of UNT, the Division is dedicated to recruiting, enrolling, and retaining a highly talented and diverse community who will graduate and contribute greatly to the State of Texas and communities beyond. The Division is resolute in its pursuit to continuously improve communication, processes, and services to assist students to enable them in their pursuit of higher education and enhance their experience.

To view the Division of Enrollment organizational chart, please visit https://president.unt.edu/sites/default/files/2020-21%20Enrollment_OrgChart.pdf.

The AVPFAS operates in a professional office environment. Representative tasks of the AVPFAS role include the following:

- Oversee and prepare annual operating and proposed budgets in accordance with University planning priorities;
- Organize staff and fiscal resources in support of priorities and workload demands including budgeting, hiring, training, and deploying staff;
- Direct and coordinate the operations of Student Financial Aid and Scholarships (SFAS) in support of University goals;
- Maintain compliance with all applicable federal, state, and institutional laws and guidelines; develop, interpret, and ensure compliance with University policy related to function; respond to externally mandated local, state, and federal regulatory requirements; prepare reports for federal, state, and institutional funding sources;
- Ensure effective and efficient business processes to support service and enrollment goals; use ongoing process improvement methodologies to review and improve;
- Oversee all aspects of Financial Aid for UNT including leveraging financial aid to attract students, managing federal funds within guidelines, coordination of aid with other offices, and coordination with lenders and others to simplify procedures;
- Work closely with academic and administrative areas of the University to provide support processes/functions necessary to maintain an excellent standard of services related to student records for students, faculty, staff, and external clients; and
- Oversee outreach education initiatives through counseling, presentations, and other methods to increase knowledge of a variety of aspects of financial aid and maintain compliance with associated federal requirements.



Qualifications, Knowledge, Skills, Abilities, and Supervision

Qualifications:

- **Required:**
 - Minimum of 8 years of progressive leadership in the field of financial aid;
 - Bachelor's degree.
- **Preferred:**
 - Master's degree or higher;
 - Knowledge of PeopleSoft;
 - Experience in a large research-intensive university;
 - Record of contributing to the field of financial aid through professional service and/or scholarship;

- Earned National Association of Student Financial Aid Administrators (NASFAA) certifications.

Knowledge, Skills, and Abilities:

- Forward-thinking leader with the knowledge and experience of best practices in financial aid. Utilizes information on national trends in higher education and the competitive landscape to develop new programs and set strategic goals, plans and outcomes.
 - Data-driven manager with demonstrated experience leveraging financial aid and scholarships to achieve division and university enrollment and retention goals and objectives. Works collaboratively, providing support for recruitment and retention strategies through the financial aid service delivery system. Works closely with Advancement, various colleges, and Athletics to manage award and scholarship programs.
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- Record of utilizing change management principles, processes, and tools to drive operational efficiencies, staff behavioral change, organizational readiness, and assessment of impacts. Experience training and empowering staff to continually assess and refine strategies, tactics, and processes to provide the highest levels of customer service to students and other staff.
 - Superior communication skills with experience navigating a complex and dynamic Tier-One research institution. Ability to effectively advocate for Student Financial Aid and Scholarships and clearly articulate its work. Record of building and maintaining strong, collaborative relationships with internal and external constituencies. Diplomacy, political savvy, and relationship management are essential.
 - Strong analytical, technical, and critical-thinking skills with demonstrated ability to identify and develop dashboard analytics and metrics for measuring student success. Is well-versed in quality data collection to ensure adequacy, accuracy, and legitimacy of data in University of North Texas systems. Has a track record of strictly following data privacy and security procedures for data handling and analysis to ensure adherence to legal and institutional standards.
 - Current working knowledge of federal and state financial aid regulatory requirements and policies as well as a demonstrated record of compliance.
 - Experience with budget management and a record of strong financial stewardship with the ability to link budget expenditures to outcomes. Has experience with budget planning, financial analysis, and reporting.
 - Demonstrated commitment to high-quality customer service, ensuring the needs of

students, staff, faculty, visitor, and alumni are quickly and professionally addressed. Continually reassesses financial aid and scholarship operations to improve efficiencies and the overall customer experience.

- Record of working with diverse populations as well as facilitating a work environment and culture that encourages knowledge of and respect for people from diverse backgrounds. Promotes and supports the development of staff skills that foster equity and inclusion. Possesses a record and strong commitment to diversity, equity, and inclusion as well as an understanding of HSI/MSI institutional designation.
- Record of fostering a positive, collaborative work environment that promotes openness and teamwork. The new leader must be skilled at teambuilding and investing in the team's professional development. The ability to cultivate an environment that invites innovation, input, and suggestions for improvement is also important.

About the University

On September 16, 1890, in a boomtown on the North Texas prairie, Joshua C. Chilton established the Texas Normal College and Teacher Training Institute with 70 students. Over the years, the institution's name changed, finally becoming the University of North Texas in 1988. For 130 years and counting, the University of North Texas has fulfilled its mission to create leaders and visionaries. UNT students and alumni embody creativity, curiosity, and something else that distinguishes them and makes them successful — resiliency. These qualities are the essence of UNT, which has an independent spirit that sets it apart from other research universities. From admitting women on opening day to pioneering water quality research for the region, establishing the nation's first jazz studies program, and becoming one of the first universities in Texas to desegregate, UNT always takes the road less traveled on the path to excellence.

From humble origins in a rented space above a hardware store in downtown Denton, UNT has grown into one of the nation's largest public universities. UNT is a thriving Tier One public research university with nearly 41,000 students and a path to any career. As an intellectual and economic engine for Denton, the greater North Texas region and the state, UNT fuels progress and entrepreneurship. And as a catalyst for creativity, UNT launches new ideas, perspectives, and innovations.

Fast Facts:

- › Enrollment: 40,653
- › Student to faculty ratio: 24.5 to 1
- › Average class size: 26
- › Living alumni: 255,811
- › Total budget: \$735,548,372
- › School colors: Black, green, white
- › Mascot: Scrapy the Eagle

For more facts, please visit:

<https://institutionalresearch.unt.edu/fact-book>.

Rankings and Recognitions:

- › 22 programs ranked in Top 100 by *U.S. News & World Report*
- › \$1.65B annual economic impact in Dallas-Fort Worth
- › First Jazz Studies program in the U.S.
- › Named "Military Friendly School"
- › Named "Best College for Ethnic Diversity"

For more rankings and recognitions, please visit:

<https://www.unt.edu/rankings>.

Internationally ranked programs span all disciplines and provide innovative learning, service, and leadership opportunities to students. World-class faculty merge creativity with technology to make breakthroughs every day while encouraging students to discover new ideas and solutions that help them achieve their dreams.

The University of North Texas is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, and doctorate degrees. As one of the nation's largest universities, UNT offers 109 bachelor's, 94 master's and 36 doctoral programs. By providing access, welcoming diversity, and strengthening collaborations with educational, business and community partners, as well as building new partnerships across the globe, UNT's faculty and staff work each day to prepare students for the challenges they will meet in our changing world.

UNT spent 2019 focused on developing a five-year strategic plan for the future that will advance its mission and support student success. By embracing a culture of collaboration to solve important problems and make improvements within three priority areas, UNT will better transform students' lives and connect them to their dreams.

For more information about the UNT 2020-2025 Strategic Plan, please visit <https://planning.unt.edu/strategic-planning>.

About Denton, Texas

UNT is located in Denton, a city in Texas within the Dallas-Fort Worth metro area. The D-FW Metroplex is one of the nation's fastest growing job markets, offering a wealth of world-class



entertainment, culture, shopping, and professional sports. A college town, Denton offers a peaceful haven for study and research, and is close to everything Dallas and Fort Worth offer. Denton is a town of about 136,000 people that is only 36 miles north of Dallas-Fort Worth, the country's fourth-largest metropolitan area. In its center, the striking Denton County Courthouse-on-the-Square Museum explores

local history. Nearby, the Bayless-Selby House Museum is a grand Queen Anne-style home with Victorian interiors. Outdoor sculptures dot the University of North Texas campus. Southeast, huge Lewisville Lake is ringed by parks and marinas, and full of bass and catfish.

Denton is known for its friendly, small-town feel paired with easy access to big-city amenities. Across Denton, there is a pulsating entertainment culture, featuring live performing arts venues, music and film festivals, museums, and historical sites. Additionally, Denton is home to 30 parks, featuring 300 acres of open space, 3 recreation centers, a water park and community swimming pools, and hike and bike trails throughout the city. Nearby lakes, hiking trails, and state parks also contribute to exciting outdoor recreation opportunities.

For additional information about the City of Denton, please visit <https://www.cityofdenton.com/en-us/> or <https://www.discoverdenton.com/>.

Nomination and Application Process

Salary

The position is a full-time, 12-month administrative position with an excellent benefits package. Salary is competitive and commensurate with experience.

How to Apply

Greenwood/Asher & Associates, LLC is assisting University of North Texas in this search. Applications and nominations are now being accepted. For a full application package, please provide a cover letter, CV, and list of five references. Confidential inquiries, nominations, and application materials should be directed to Greenwood/Asher & Associates, LLC. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Inquiries, nominations, and application materials should be directed to:

Betty Turner Asher
Founder, Greenwood/Asher & Associates, LLC
Vice President & Managing Partner, Kelly
E-mail: bettyasher@greenwoodsearch.com

Ann Bailey
Senior Executive Search Consultant
Greenwood/Asher & Associates, LLC
E-mail: annbailey@greenwoodsearch.com

For more information about the position, please visit:
<https://www.greenwoodsearch.com/university-of-north-texas>

For more information about University of North Texas, please visit: <https://www.unt.edu/>.

The University of North Texas System is firmly committed to equal opportunity and does not permit - and takes actions to prevent - discrimination, harassment (including sexual violence), and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship or veteran status in its application and admission processes, educational programs and activities, facilities, and employment practices. The University of North Texas System immediately investigates and takes remedial action when appropriate. The University of North Texas System also takes actions to prevent retaliation against individuals who oppose a discriminatory practice, file a charge, or testify, assist, or participate in an investigative proceeding or hearing.