



Invites Applications and Nominations for the  
Position of:

Founding Assistant Vice  
President  
Integrated Financial  
Services Center

## The Opportunity

The University of North Texas (UNT) invites applications and nominations for the position of founding Assistant Vice President of the Integrated Financial Services Center (AVPIFSC). This position reports directly to the vice president for enrollment and is responsible for directing and coordinating the various strategic and operational activities for the Integrated Financial Services Center, including the provision of unified, cross-functional customer service and support for admissions, student financial aid and scholarships, financial literacy and wellness, and billing and payment of student accounts. This position is responsible for the formulation and approval of departmental goals and policies, staff supervision, 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 students, enrolling over 42,000 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 461,000 alumni, 314,000 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. Most recently, the university was designated a Minority-Serving and Hispanic-Serving Institution, better reflecting the population of Texas.

## The Role of the Assistant Vice President of the Integrated Financial Services Center

The Assistant Vice President of the Integrated Financial Services Center (AVPIFSC) is a part of the Division of Enrollment leadership team. The Division includes Student Financial Aid and Scholarships, 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](https://president.unt.edu/sites/default/files/2020-21%20Enrollment_OrgChart.pdf).

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

- Directs strategic and operational activities ensuring that staff provide seamless, integrated cross-functional services and support for admissions, student financial aid and scholarships, financial literacy and wellness, and billing and payments of student accounts.
- Formulates, recommends, and implements departmental strategic goals, objectives, and policies in support of division and University goals.
- Continuously fosters an environment supportive of the provision of integrated services, mentoring, training, and developing staff to ensure individual and team effectiveness and efficiency in all operations.
- Closely collaborates and partners with Student Financial Aid & Scholarships, Student Accounts, the Office of the Registrar, Admissions, Data Analytics and Institutional Research, the Dean of Students, Money Management, and other university stakeholders (e.g., academic advising) to continuously improve and refine integrated service delivery as well as support student retention and success.
- Uses data to identify students at risk financially and proactively link them with supportive services.
- Ensures effective and efficient business processes to support enrollment, student retention and success, and customer service goals. Utilizes ongoing process improvement methodologies to review and improve.
- Maintains compliance with all applicable federal, state, and institutional laws and guidelines, and ensures compliance with University policy related to function.
- Prepares, proposes, and oversees annual operating budgets in accordance with division and University planning priorities.
- Organizes staff and fiscal resources in support of priorities and workload demands including hiring, training, and assignment of responsibilities.



## Qualifications, Knowledge, Skills, and Abilities

### Qualifications:

- **Minimum:**
  - Bachelor's degree
  - Minimum of 8 years of progressive leadership in Integrated Student Financial Centers (One-Stop organizations) or an area related to enrollment services such as financial aid and scholarships, student accounting, or registrar' office

➤ **Preferred:**

- Master's degree or higher
- Knowledge and experience working with PeopleSoft
- Knowledge and experience working with Salesforce
- Knowledge with reporting and data analytic tools
- Experience leading system implementation and integration efforts

**Knowledge, Skills, and Abilities:**

- Forward-thinking leader with the knowledge and experience in enrollment services and integrated service delivery. Utilizes information on national trends in higher education to develop new programs and set strategic goals, plans and outcomes.
- Demonstrated commitment to high-quality customer service, ensuring the needs of students and staff are quickly and professionally addressed. Continually reassesses Integrated Student Financial Services operations to improve efficiencies and the overall customer experience.
- Superior communication skills with experience navigating a complex and dynamic Tier-One research institution. 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 analytics and metrics for supporting student success related to financial issues.
- Current working knowledge of federal and state 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.
- 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.
- Record of fostering a positive, collaborative work environment that promotes openness and teamwork. Must be skilled at teambuilding and investing in the team's professional development.



## 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. 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 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>.

#### Fast Facts:

- › Enrollment: 42,000+
- › Student to faculty ratio: 24.5 to 1
- › Average class size: 26
- › Living alumni: 461,000
- › Total budget: \$735,548,372
- › School colors: Black, green, white
- › Mascot: Scrappy 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>.

## About Denton, Texas

UNT is located in Denton, a city in Texas within the Dallas-Fort Worth (DFW) metro area. The DFW 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 40 miles north of Dallas-Fort Worth (DFW), 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](mailto:bettyasher@greenwoodsearch.com)

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Senior Executive Search Consultant  
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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.*