



LYNCHBURG  
COLLEGE EST. 1903



Inviting Applications and Nominations for

**Director of Financial Aid**



**Lynchburg College** is a private, independent, residential college in central Virginia. This nationally recognized college seeks an experienced leader and administrator to serve as **Director of Financial Aid**.

The review of application is underway. For best consideration, submit application materials by September 22, 2015.



### The Opportunity

The Director of Financial Aid reports to the Vice President for Enrollment Management and is responsible for the general management of the Financial Aid Office

The Director is a member of the campus Enrollment and Financial Aid Management team, which consists of members of the Enrollment, Financial Aid, and Business Office. This leadership group has institutional management and advisory responsibilities for recommending both strategic policies and operational practices involving the awarding of financial aid and setting enrollment goals. The Director also helps to develop and implement financial aid policies in cooperation with the Enrollment Services and Financial Aid Management Team

The Director of Financial Aid:

- Provides leadership for the staff in administering the financial aid

programs by interpreting and implementing federal, state, and institutional regulations and policies governing the programs

- Supervises and provides training for the professional and clerical office staff and makes recommendations regarding personnel functions and needs
- Coordinates the packaging of financial aid awards, ensuring that students are awarded aid according to the prescribed strategies of the College
- Supervises the financial aid application process through PowerFAIDS
- Supervises all state programs of assistance, with responsibilities that include handling correspondence related to state programs and overseeing disbursement and completion of validation/verification rosters
- Prepares the institutional financial aid funding requests to government

agencies, fulfills related reporting requirements and monitors expenditures from these funds

- Supervises the verification process, including any necessary revisions to financial aid packages as a result of the process
- Supervises refund/repayment calculations as a result of student withdrawals, and notifies students of any revisions in their financial aid packages
- Coordinates all aspects of the awarding and loan processes to ensure that all steps are performed in a timely manner in accordance with timeline
- Coordinates all financial aid reviews and responds to students and/or parents
- Administers the budget for the Financial Aid office and all aid funds
- Identifies eligible recipients to utilize endowed aid to the fullest extent possible
- Plans and prepares administrative and management reports, and conducts analysis of these reports
- Conducts workshops and gives presentations to various groups, including high school students and parents, guidance counselors, college students, and other Lynchburg College constituents
- Counsels and advises students and parents regarding the financial aid process, the availability and sources of assistance, as well as other options available to help meet the costs associated with paying for college
- Develops and maintains the Office Policies and Procedures Manual
- Supervises the academic review process to ensure that students receiving scholarships and aid meet eligibility and renewal requirements
- Participates in relevant college committee and management meetings



- Attends state and regional meetings and workshops for professional growth and development.

### Qualifications

Candidates must have at least a bachelor's degree. Demonstrated experience in financial aid or related field is required. Strong computer skills are needed with an understanding of database management. A Microsoft Word, Excel, and Access background is preferred.

Other requirements include:

- Demonstrated organizational and management skills
- Experience with reading, comprehending, and implementing government regulations
- Excellent English language oral skills for effective communication with the public and for presentations to large and small audiences, and phone conversations
- Excellent English language reading and writing skills for correspondence,



reports, and projects

- Ability to handle negotiations both in writing and by telephone
- Ability to work evenings and weekends
- Ability to travel occasionally to conferences, workshops, and other enrollment activities

### Lynchburg College

Lynchburg College was founded in 1903 in covenant with the Christian Church (Disciples of Christ). The College is nationally recognized for its distinctive undergraduate and graduate programs that offer quality educational opportunities while building the character and the leadership ability of its students.

Lynchburg is one of only 40 colleges nationwide to be included in Loren Pope's *Colleges That Change Lives*. It also is one of 60 institutions nationwide selected to participate in the Bonner Leaders Program.

More than 2,700 students from 37 states and 9 countries attend Lynchburg. In the tradition of the Christian Church (Disciples of Christ), the College is an inclusive community that welcomes students of all faiths and backgrounds. This commitment

to diversity is reflected throughout all levels of the College.

Lynchburg fosters a student-centered environment designed to prepare students for successful engagement in a global society and for effective leadership in the civic, professional, and spiritual dimensions of life. The 12:1 student-faculty ratio enables the 171 full-time faculty members to develop individual relationships with students, going beyond the coursework with mentoring and guidance.

The College provides its students with a wide range of rigorous educational experiences delivered through multiple modes of instruction. While maintaining its commitment to the liberal arts, the College also encourages professional preparation in the belief that the two areas of study support and complement one another.

The curriculum offers more than 41 undergraduate majors, 57 minors, 13 pre-professional programs, and 19 graduate degrees. The College awards bachelor of arts, bachelor of science, master of arts, master of business administration, master of education, master of science in nursing, doctor of physical therapy, and doctor of education in leadership studies. The



College's Physician Assistant in Medicine Program accepted its inaugural class of students this summer.

Lynchburg College awarded more than \$34 million in institutional aid to support its student financial aid programs to over 98 percent its students for 2014-15. The average financial aid package for entering freshman averaged \$31,000 including scholarships, grants, loans, and work-study.

The College extends its reach beyond the campus through experiential learning, cultural opportunities, and service by sharing the expertise and commitment of faculty, staff, and students with the broader community.

In addition to the main campus, Lynchburg has the Claytor Nature Study Center in Bedford County. This 470-acre outdoor classroom and laboratory is dedicated to the study and appreciation of the natural environment.

Lynchburg is a member of the NCAA Division III and the Old Dominion Athletic Conference. The College fields teams for 21 intercollegiate sports.

### Lynchburg, Virginia

The College's 250-acre campus is located in Lynchburg, Virginia, in the eastern foothills of the Blue



Ridge Mountains in Central Virginia. Approximately 180 miles southwest of Washington, D.C., and 135 miles west of Richmond, the state capitol, Lynchburg has a population of more than 75,000, with the metropolitan area, the fifth largest MSA in Virginia,

tallying more than 250,000 residents.

With a vibrant central city, Lynchburg fosters a strong sense of community and offers outstanding cultural and recreational opportunities. Lynchburg operates one of the top school systems in the state.

### Applications & Nominations

1. **Applications** must include a letter of interest, resume, and four professional references with full contact information.
2. **As part of the application packet**, submit answers to the questions available at: [www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf)
3. **Submit applications** to:

**Lynchburg@myersmcrac.com**

**Nominations** should include contact information for the individual being nominated. We will contact the person and provide information on the search. Submit nominations to the email provided above.

**Confidential review** of materials begins immediately and continues until the appointment is made. For best consideration, submit application materials by **September 29, 2015**.

**Myers McRae Executive Search and Consulting** is assisting Lynchburg College with the search. The consultant team leaders are:

**David Gring**  
Senior Vice President

**Robb Myers**  
Vice President



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*Lynchburg College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion in its programs and activities, including admission to and employment at Lynchburg College.*