

## **Director of Financial Aid**

**Franklin College**, in partnership with the national search firm, **Scott Healy & Associates**, invites applications and nominations for the position of **Director of Financial Aid**. Franklin College seeks a dynamic, highly motivated and innovative leader to serve as the Director of Financial Aid to oversee the efforts of all personnel within the Office of Financial Aid and ensure compliance with all federal and state statutes and regulations, in addition to institutional policies. The Director plays an integral and strategic role in assisting with the recruitment and retention of a diverse student body. This is a full-time, 12 month, exempt position reporting to the Vice President of Enrollment Management and Marketing.

### **Responsibilities:**

- Supervise and evaluate the professional, support, and student staff members of the office;
- Advise the Vice President of Strategic Enrollment Management and Marketing on policy as it relates to the awarding and disbursement of all financial aid administered by the college;
- Coordinate the integrated and automated packaging of all financial aid awards;
- Develop and maintain effective fiscal controls and proper record keeping;
- Ensure that all policies and procedures are in compliance with appropriate state, federal and college rules, regulations, and policies;
- Serve as a key member of the enrollment management staff in promoting recruitment and retention of prospective and current students;
- Serve as a liaison between the Financial Aid Office and the Business Office, Records Office, and/or the Development Office in matters relating to financial aid, and ensure that necessary communications and record transfer occurs relative to financial aid between these offices;
- Serve as liaison between the college and state, regional, and national professional organizations (ISFAA, MASFAA, and NASFAA);
- Encourage the professional development of staff and their participation in professional financial aid organizations;
- Provide reports to the Vice President for Strategic Enrollment Management and Marketing and other agencies as required and/or requested;
- Maintain accurate and complete records for all students as required by federal, state, and college rules, regulations, and policies, and make those records available for required audits;
- Interview and counsel with students, prospective students, and parents as requested and required by rules, regulations, and policies;
- Encourage student-oriented services and positive problem resolution;
- Develop all financial aid brochures and written information in collaboration with Marketing;
- Ensure adequate long-range planning activities for the department;

- Counsel students and parents in financial planning, financial aid application, and debt management; and
- Offer financial aid workshops to interested groups and schools.

**Qualifications:**

- Bachelor's degree required, Master's degree preferred
- 7+ years' experience in higher education preferred
- 5+ years' experience in financial aid preferred
- Excellent organizational and multitasking skills; and
- User of PowerFaid's financial aid information system and/or proficient end-user of other systems that service financial aid operations.

**About Franklin College:**

Since it was founded in 1834, Franklin College has been a leader in liberal arts education. In 1842, Franklin became the first college in Indiana - and only the seventh in the nation - to admit women, and that spirit of inclusiveness still characterizes the College today. With a tight-knit student body of 1,023 students and a highly involved faculty, Franklin College offers a wealth of opportunities one might not expect from a small school. With 55 majors in 24 academic disciplines to choose from, plus a location convenient to the businesses and organizations in Indianapolis, Franklin College promotes success at all levels. The unique curriculum at Franklin College merges classroom instruction with immersive experiences, research opportunities, and study away programs. Our goal is to prepare career-ready graduates for today's global professions and those of the future.

**The Mission, Vision, and Values of Franklin College:**

**Mission:** A Franklin College education fosters independent thinking, innovation, leadership, and action for ever-changing professions and a globally connected world.

**Vision:** Franklin College will be nationally recognized as a premier college for engaged learning in the liberal arts and sciences, inspiring students to think independently, to question critically, and to live, lead and serve meaningfully.

**Values:** Franklin College upholds a common set of values that enhances the community and sustains personal, spiritual, intellectual, and professional growth for a lifetime.

**About the Franklin College Community and Indianapolis, Indiana:**

Franklin College is located in Franklin, IN, just 20 minutes from downtown Indianapolis. Because Franklin is close to Indianapolis, its residents enjoy easy access to the resources offered by a large city, but they can also enjoy the charm and small-town atmosphere of the town of Franklin itself, which has a population of roughly 20,000. The town of Franklin is an exciting blend of tradition and innovation. It has a rich history, dating back to its founding in 1823. The downtown boasts traditional main street shops, coffeehouses and restaurants, as well as

Victorian mansions that line the streets, and many trails that provide plenty of opportunities for a quiet walk or a scenic jog.

Indianapolis, lovingly referred to as “Indy” by the locals, is the biggest city in Indiana. The city offers many museums, restaurants, sporting events, and is home to the famous Indianapolis 500. You will find many farm-to-table restaurants, where your meal is sourced just steps away in Indiana’s rich farmland. Downtown you can shop at trendy, local boutiques, or explore over sixty pieces of public art, where Indy pride is prominent. There are 80 hectares of urban green space at White River State Park, right in the middle of downtown. Surrounding the park are world-class museums, and an outdoor live music venue. Be on the lookout for joggers, roller bladders and cyclists enjoying the outdoors in downtown Indy. On a warm, summer day, you’ll spot paddle boaters, gondolas, and kayaks in Central Canal.

**Application and Nomination Process:**

All correspondence relating to the position of **Director of Financial Aid** at **Franklin College** should be directed in confidence to the University’s executive search consultant:

**Adam W. Barrett, Associate Vice President**

**Scott Healy & Associates**

[adam@scotthealy.com](mailto:adam@scotthealy.com)

A complete application should include the following:

1. Cover Letter outlining your interest and qualifications for the position;
2. Updated CV;
3. Three (3) professional references with contact information, title, institutional affiliation, email address and direct phone numbers. (No references will be contacted without written permission from the candidate.)

Applications received by **May 15, 2023**, will receive priority consideration. The search will remain open until the position is filled.

*Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.*