

Director of Financial Aid

POSITION PROSPECTUS



The Opportunity

The University of Texas Permian Basin (UTPB), part of the world-renowned University of Texas System, is now accepting inquiries, nominations, and applications for an experienced, strategic, collaborative, and driven individual to serve as its next Director of Financial Aid.

The Director of Financial Aid will join the institution at an exciting time in its history. Positioned to fuel the region's current economic expansion that is expected to last for decades, UT Permian Basin is uniquely qualified to be *the* academic heart of West Texas.

Reporting to the Vice President of Enrollment Management, the new Director of Financial Aid will play an essential role in UTPB achieving its principal strategic pillar of student success. The chosen candidate will have a thorough understanding of the vast financial aid landscape, a willingness to embrace inevitable shifts, and an ability to quickly adapt strategy in order to meet enrollment goals.

The ideal candidate will have substantial project and financial management skills and the ability to manage simultaneous priorities, under pressure, to effectively utilize funds. The new director will be responsible for the overall management and administration of financial aid programs, grants, and scholarships that serve both traditional and adult education students at UTPB. It will be essential for the new director to maintain proper, detailed documentation of all awards and fund control records to ensure compliance across the board. The director will also be responsible for filing annual applications for participation in financial aid programs and completing the Fiscal Operations and State Unit Record Reports that summarize the University's total aid expenditures. In addition to overseeing and administering the University's financial aid programs, the director must have the leadership skills necessary to lead a cohesive team through navigating a complex, service-oriented operation to ensure student success.

Along with the detailed technical mechanisms that are essential to the University's prosperity and compliance, the Director of Financial Aid must maintain a student-centered focus. As an experienced leader not only of policy and programs, but of people, the new director will utilize excellent and intuitive interpersonal skills to effectively counsel, advise, and advocate for students to allow them to reach their full academic potential at UT Permian Basin.

MISSION

As a regional, comprehensive institution, The University of Texas Permian Basin serves as a diverse community of students from the region, the state, and beyond. Through excellence in student-centered teaching, learning, research, and public service, the University cultivates engaged citizens and impacts lives while advancing the technological and public interests of West Texas.



The University of Texas Permian Basin

The University of Texas Permian Basin takes pride in being part of the University of Texas System, known for its exceptional academic success, breakthrough research, and an international reputation for excellence and innovation. It includes 14 educational institutions throughout the state, including eight universities and six health institutions.

Home to over 6,000 enrolled students, UTPB benefits from the vast resources and support of the world-renowned University of Texas System yet is lean enough to foster a connected, tight-knit community while remaining financially accessible to any student; the community thrives off the private school atmosphere at a public school price. With an unwavering commitment to students, a strategic approach to designing higher education, and the resources to ensure academic success, UTPB is set to nurture the leaders who will go on to shape the future of West Texas and the rest of the country.



Every year over 250 teaching faculty at UTPB deliver a highly educated and savvy workforce back into the communities of the Basin and across the nation. UTPB offers 25 baccalaureate degree programs and 18 master's degree programs in the arts and sciences, business, engineering, education, and nursing, and the University continues to grow. Recently added chemical and electrical engineering programs offer unique internship opportunities that are attracting new students.

The new state-of-the-art kinesiology program, complete with a new building and labs, is helping UTPB students to become incredibly successful in multiple areas of the health professions and medical fields. UTPB students have a 74% acceptance rate to medical school, compared to the state of Texas average of 45%. In fact, in 2019, the top medical student accepted to the University of Texas System Medical program was a UTPB grad.

UT PERMIAN BASIN TOP 10 ACCOLADES

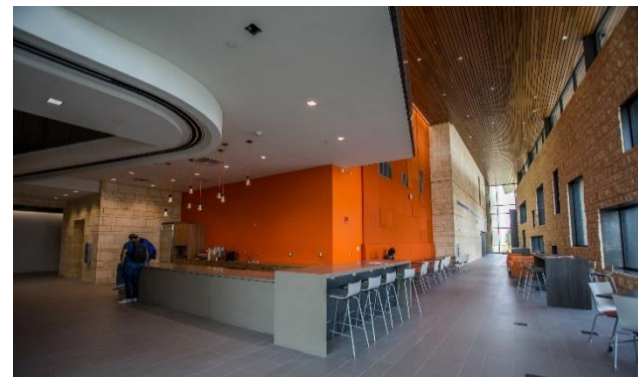
1. [Ranked in the top 30 by U.S. News & World Report for Social Mobility](#) (2020)
2. [Ranked in the top 50 for Top Public Schools by U.S. News & World Report](#) (2020)
3. [Ranked #1 by U.S. News & World Report for Highest Paid Petroleum Engineering Graduates](#) (2020)
4. [Ranked #3 for fastest growing colleges for Master's Degrees in the Nation by the Chronical of Higher Education](#) (2019)
5. [Ranked in top 40 for Best Bang-for-your-buck colleges in the nation by Washington Monthly](#) (2019)
6. [UT Permian Basin College of Engineering graduates receives 100% pass rate on Fundamentals of Engineering Exam](#) (2019)
7. [Ranked in the top 10 for top accredited online Universities in the Nation by Study.com](#) (2020)
8. [Ranked in the top 10 for best online MBA schools in the nation by geteducated.com](#) (2020)
9. [UT Permian Basin partners with UTHealth to expand MBA opportunities](#) (2020)
10. [Ranked in the top 15 for Best Colleges in Texas by greatcollegedeals.net](#) (2020)

The Texas Higher Education Coordinating Board recognized UTPB for being the first public university in the state to implement AVID strategies at the post-secondary level. The University offers Texas' first Early College High School that serves remote school districts using a blended online and in-person arrangement and with online dual credit courses available to schools throughout the state of Texas.

UTPB also offers residential, commuter, and on-line educational opportunities. Designated a Hispanic Serving Institution, 54% of UTPB's student population identifies as Hispanic and as a first-generation student.



In addition to its accredited and prestigious academic programs, UTPB boasts beautiful, state-of-the-art facilities that attract more than just the student population to its campus. The Wagner Noël Performing Arts Center has been ranked as one of the top performing arts centers in the world and #1 in Texas for university-based centers in 2013. With a gorgeous exterior design that references local themes of geology and open sky, the ASM Global managed facility is a source of pride for the campus and surrounding communities of Midland and Odessa, and is committed to providing a wide variety of local and national acts to attract visitors of all income levels, ages, and artistic taste. The 81-million-dollar facility and USITT Merit Award Recipient for excellence in architecture now hosts over 150 scheduled shows a year, ranging from Broadway and ballet to comedy and country music.



The campus is growing. UTPB recently unveiled its new engineering building this fall. The D. Kirk Edwards Family Human Performance Center will open this summer. The busy Student Activity Center is the heart of campus life, offering group meeting and study spaces, hang out spots, food, and fitness.

VISION

The University of Texas Permian Basin will be an innovative, responsive university that thinks large and lives local. We will lead in advancing education, research, economic competitiveness, and cultural enrichment.



Athletics are an important tradition at UTPB. 30% of face-to-face students are comprised of athletes with scholarships. UTPB participates in NCAA D-II sports, fielding teams in men's and women's soccer, cross country, swimming, basketball, and tennis as well as men's baseball and football and women's softball and volleyball. Football is a beloved pastime in the Permian Basin, and the growing football and marching band program, coupled with a larger cheer squad is attracting new students excited about building new traditions at the University.

By setting the standard for cooperation and inclusiveness with surrounding communities via programs, events, and learning opportunities, UTPB provides outstanding experiences for both students and area residents.

STRATEGIC PLAN

In order to reach its vision of being a high-performing institution that is learning-centered, affordable, and aligned around student success, UTPB has developed a strategic plan measured by key performance indicators and revolving around four strategic pillars:

1. Student Success
2. Serve the Region
3. Advance Creativity and Knowledge
4. Responsible Stewardship



FINANCIAL AID

The financial aid staff at UTPB is committed and passionate about helping families navigate the college experience, providing counseling and the highest level of personal service. UTPB's comprehensive program offers traditional aid sources, scholarship and grant opportunities from the state of Texas, and other specific UTPB programs for qualifying students. The Falcon Promise Program, for example, provides tuition and fees for students from families who make under \$60,000 a year. Additionally, residential undergraduate students who did not receive a scholarship as part of their admission can apply for an Earn-In Scholarship, where they can receive assistance if they maintain a 3.25 GPA or greater while completing a minimum of 30 credits per academic year. By packaging funds from federal, state, institutional, and private sources, the Director of Financial Aid will lead a team toward crafting funding strategies so that no student is turned away due to lack of money.

The Permian Basin & West Texas

UNPRECEDENTED OPPORTUNITY

The Permian Basin is one of the fastest-growing, culturally vibrant, economically invigorated regions of the country—full of industry, culture, and wide-open spaces. Spanning an area of 75,000 square miles, the low-lying geological formation of the Permian Basin is a stunning stretch of land with unique beauty that's home to the big, beautiful Texas skies. It's also home to the world's largest petroleum field, one that is kickstarting a major transformation for Midland-Odessa and surrounding West Texas.



Accounting for 30% of the domestic oil production and recently named the largest oil reserve on the planet, the Permian Basin region of West Texas is poised to boost local and global economies for decades to come. As the U.S. is set to surpass Saudi Arabia as the world's largest oil producer, much of the growth in domestic oil production will come straight from the Permian Basin. The International Energy Agency expects global oil demand to grow until around 2040, which experts predict will support the creation of around 45,000 jobs across the Permian Basin through 2030.



However, it's not only oil that is fueling the region's substantial energy boom; wind and solar development continue to put the Permian Basin on the map as a critical energy provider for the future. West Texas is seeing an explosion in economic activity as other industries such as finance, construction, healthcare, digital technology, transportation, real estate, and public sector jobs grow alongside it. As the only major university in the Permian Basin region, UTPB is set to become its academic center, providing leadership and skilled professionals across all of the region's prominent and growing industries.



Midland and Odessa, Texas



Though people from all over the country call the Permian Basin home, there's no shortage of southern hospitality. Next-door neighbors Midland and Odessa are known for their laid-back, inviting communities that people around the country have come to associate with Texas towns. But it's not all cowboys and the wild west in the Permian Basin. The two cities combined make for a beautiful metropolis with plenty to do and see in the growing region - from a great variety of restaurants, museums, and theaters, to hiking and enjoying the area's natural wonders.

The cities of Midland and Odessa sit conveniently on Interstate 20, halfway between Fort Worth and El Paso. The community is only a four- to five-hour drive to the great city of Dallas, as well as the State Capital of Austin. Midland International Airport provides convenient air travel as well, but you may find yourself postponing trips while you explore what the area has to offer.





Outdoor enthusiasts will find an essential stop at the I-20 Wildlife Preserve and Jenna Welch Nature Study Center. The 99-acre preserve is centered on playa wetland and has a 3.4-mile trail system with an ADA-accessible trail loop, a 24-foot hawk observation tower, butterfly gardens, and feeding stations. A boardwalk that coasts for over 2,000 feet just above the wetlands with seven bird blinds is the perfect walk for birdwatchers. Just don't forget your binoculars!

History buffs will enjoy seeing the first bell that hung at the Alamo at the Haley Library and History Center, as well as President George W. Bush's childhood home. The Permian Basin Petroleum Museum boasts the world's largest collection of antique oil drilling equipment, but also a gallery featuring minerals from around the globe and a Chaparral Race Car Gallery. If the Texas night sky isn't celestial enough, book a Star Party at the Marian Blakemore Planetarium, home to a state-of-the-art Spitz SciDome HD Projector, one of the few in the world.

There's no shortage of nightlife, music festivals, art galleries and ballet, and if you love Broadway shows, you'll want to frequent the stunning Wagner Noel Performing Arts Center owned by The University of Texas Permian Basin. The area is also home to minor league baseball, hockey, and football games. And if you come to Texas without an appetite, you're in the wrong state. Downtown Odessa is a hub for local culinary arts and cuisine. Grab a quick bite at Torchy's Tacos or Derrick and Barrel inside the beautiful new Downtown Marriott and Convention Center. Texans also flock to Odessa for their annual Beer and Wine Festival and Summer Evening Concert Series that aren't to be missed.



The Permian Basin is the perfect starting point for the great American Road Trip; there's so much to explore within just a three-hour radius. Head west toward the border of New Mexico to explore the limestone caves at Carlsbad Caverns National Park. Head south near the border of Mexico for an extended camping trip within the gorgeous river canyons at Big Bend National Park. Even another country and culture are waiting for you to explore three hours away, if you've got your passport updated and ready to go. The Permian Basin has so much to offer in and around its one-of-a-kind location.

The Position

DIRECTOR OF FINANCIAL AID

THE ROLE

- Administer the University's financial aid programs to maximize student success. Monitor and regulate student aid expenditures to effectively utilize funds. Ensure compliance with federal, state, and institutional policies and regulations.
- Develop policies and procedures to determine student eligibility and provide for an equitable distribution of student aid dollars. Maintain proper documentation of all awards for audit trail and maintain fund control records in accordance to funding levels imposed each year.
- Ensure annual applications for participation and federal and state financial aid programs funding requests are successfully filed. Have proven experience completing the annual Fiscal Operations Report and Application to Participate (FISAP) and the State Unit Record Report summarizing aid expenditures.
- Effectively collaborate and provide leadership to other units within the University to obtain accurate and timely information as needed, including the Office of Institutional Research to maintain precise headcount information.
- Devise and implement effective communication strategies regarding financial aid issues and responsibilities to meet the needs and challenges of a campus population that features a large number of first-generation students and online learners.
- Utilize a strong policy background to continuously review, revise, update, and design financial aid forms used for tracking applications, correspondence forms, webpage and brochures containing information on financial aid. Ensure documents are informative and client friendly.
- Balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Handle highly confidential material with respect, understanding that all University information should only be disclosed to others who have a need to know for legitimate business or educational reasons.
- Select, cultivate, and evaluate a high-functioning team and invest in their professional development to ensure that the Financial Aid office meets compliance requirements of federal, state and accreditation agencies and is successful in reaching University goals. Lead staff in providing excellent customer service and creating a student-centered focus that responds to and advocates for student needs.
- Progress toward implementation of long-term goals for staff development, including NASFAA credentials for senior staff and fuller implementation of the People Soft Financial Aid module.
- Counsel students and parents with care and expertise regarding typical student expenses, financial aid opportunities, and money management. This includes updating and integrating communication systems to connect with students and families in a timely and efficient manner.
- Collaborate with Student Services, Accounting, Athletics, Academic Advising, and all units who directly support student success, with the specific goal of instilling student fiscal accountability.

- Guide and manage the work of off-site Business System Analysts (BSAs).
- Review government legislation and policies pertaining to assistance programs and make recommendations to the administration when appropriate.
- Initiate financial aid cross training with selective student services offices in order to reconcile areas of non-compliance and develop reporting systems.
- Adhere to the policies and procedures established by The University of Texas Board of Regents, Texas Higher Education Coordinating Board and The University of Texas Permian Basin.

Key Knowledge:

- Demonstrated understanding and implementation of Satisfactory Academic Progress (SAP) policy; able to review and revise SAP policies as needed.
- Deep understanding of financial aid funding mechanisms, regulations, needs analysis methods, and aid packaging techniques.
- Experience with Cash Management as a Federal Title IV administrative competency.
- Proficiency in Windows-based programs, specifically Microsoft Word, Excel, and Outlook.
- Experience with PeopleSoft highly desirable, but not mandatory. Knowledge of various financial aid programs such as CWS, SEOG, PELL, etc. and various university programs.
- Extensive knowledge of state, federal, and university rules, regulations, policies, and guidelines governing financial aid programs.

DESIRED PERSONAL CHARACTERISTICS

- A highly effective communicator who can use their accomplished public speaking, written, and presentation skills to effectively communicate new ideas, thoroughly counsel and advise students and families, and collaborate with departments across the University.
- Documented success as a staff supervisor and trainer who is kind-hearted yet courageous enough to make tough decisions and still maintain the respect and cooperation of staff.
- A team-oriented leader able to provide necessary professional development while simultaneously being results oriented with day-to-day operations. Able to identify and solve problems personally if other approaches are unsuccessful.
- Aptitude as a practitioner, with highly refined problem-solving abilities, financial management and organizational skills, and the ability to simultaneously manage multiple priorities under pressure.
- A change agent who is politically savvy yet resolute in pursuing necessary changes to ensure all areas of compliance.
- Possesses a zest for living and working in West Texas, with all the promise and challenge that comes with that reality, including a passion for Hispanic-serving institutions and first-generation students.

REQUIREMENTS

This position requires a bachelor's degree, though a master's degree is preferred. A minimum of five years of experience at a supervisory level within a university or college financial aid and student accounts program is also required, as is experience serving traditional and adult education students and financial aid leveraging.



UNIQUE OPPORTUNITIES

- Build a fulfilling career and make a lasting impact at a university that is part of a nationally acclaimed system and the academic heart of its region. Take advantage of a tremendous opportunity to shape an office, receive professional achievement and recognition, and enjoy the support and loyalty of the executive administration in a family-oriented campus atmosphere.
- Catalyze positive and long-lasting change, including improvements to student service. Develop a dedicated and hard-working staff that is eager to grow professionally and open to new ideas. Enjoy a culture where people are committed, warm-hearted, and kind.
- The UTPB campus population features large numbers of first-generation students and online learners, providing a unique opportunity for the Director to inspire these students and implement effective communication touchpoints to help them achieve their educational goals.
- Enjoy the fruits of the Basin's economic boom and growing community, with the opportunity to play a role in shaping the future of West Texas and national culture. As the only four-year university in Midland-Odessa, the community support and potential to grow is tremendous.
- Sunshine is abundant in the Permian Basin, but with low humidity and cool breezy nights, outdoor events can be comfortably enjoyed. Rain and snow are rare in the region.
- Discover a warm, open, and appealing community in Midland and Odessa which, despite their growing population, have a small-town feel. From a great variety of restaurants, museums, and theaters, to hiking and enjoying the area's more natural wonders, there's never a shortage of things to do. Conveniently located on Interstate 20, halfway between Fort Worth and El Paso, Midland and Odessa are only a three-hour drive from two beloved National Parks: Big Bend and Carlsbad Caverns. Its proximity to Dallas, Austin, New Mexico, and Mexico, means new explorations are easily accessible. Midland's International Airport makes travel even more convenient.



Nominations and Applications

LeadExec is assisting The University of Texas of the Permian Basin in this national search. For inquiries, nominations, and applications, please contact:

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Please provide a cover letter and CV.

LeadExec is a respected expert in retained executive search and organizational development. We identify and engage leaders who make an impact and transform organizations.



The University of Texas Permian Basin is committed to providing an educational, living, and working environment that is welcoming, respectful, and inclusive of all members of the university community. An environment that is free of discrimination and harassment allows members of the University community to excel in their academic and professional careers. To the extent provided by applicable federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex, national origin, age, disability, genetic information, or veteran status.

The University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender expression, and gender identity. For more information, visit www.utpb.edu.