



PAUL
SMITH'S
COLLEGE

INVITES APPLICATIONS AND NOMINATIONS FOR THE

**DIRECTOR OF
FINANCIAL AID**

DIRECTOR OF FINANCIAL AID SEARCH



Mission

- To develop career-ready graduates through hands-on, personalized education.
- To educate, research, and advocate on issues that improve our planet and the lives of the people that inhabit it.
- To help the Adirondack region be ecologically and economically sustainable.

Paul Smith's College, a small, private baccalaureate and associate degree granting institution in northern New York State, has launched a national search for the **Director of Financial Aid**. Located on the shores of the Lower St. Regis Lake in the 6 million-acre Adirondack Park, the College invites applications and nominations.

Paul Smith's College

Founded in 1946, Paul Smith's College is known for its extraordinary location and hands-on degree programs. It was built on the site of the 1859 Paul Smith's Hotel, which was the first wilderness resort in the Adirondack Mountains and a vacation destination for early-20th century celebrities and world leaders.

The College provides exceptional experiential learning and real-world applications that results in 98 percent of students employed or in graduate school within six months of graduation. Through five academic departments (Business & Hospitality, Culinary Management, Environment & Society, Forestry, and Natural Sciences), 19 Bachelor's degree programs and 7 Associate degree programs are offered.

When *U.S. News and World Report* released its 2019 *Best Colleges* rankings, Paul Smith's College ranked high in five

different areas in the Regional Colleges North category:

- No. 2 - "Most Innovative Schools"
- No. 2 - "Best Undergraduate Teaching"
- No. 6 - "Best Value Schools"
- No. 8 - "Best Colleges for Veterans"
- No. 14 - "Best Regional Colleges"

The College has approximately 800 students, with 98 percent receiving scholarships, grants, and other financial assistance. The student body is 63 percent male and 9 percent minority. Thirty-four percent of the students are from out-of-state or international, 5 percent are military veterans, and 46 percent are the first in their families to attend college.

The sustainable residential campus, along with the 14,000 acres of lakes and forested lands the College owns and manages, provides a natural laboratory for students, faculty and staff to participate in the living-learning model.

Accredited by the Middle States Commission on Higher Education, Paul Smith's College also has programs accredited by the Society of American Foresters (SAF) and the Engineering Technology Accreditation Commission (ETAC). Additionally, the College-owned 14,000-acre forest is certified by the SmartWood Program, a certification organization accredited by the Forest Stewardship Council.

Located in the heart of the Adirondacks, the College is near the small town of Brighton. Lake Placid and Saranac Lake, N.Y., are within an hour's drive of the College. Along with the plethora of outdoor activities, these communities offer outstanding dining experiences, unique shopping, and a variety of cultural activities.



DIRECTOR OF FINANCIAL AID SEARCH

The Opportunity

The College seeks an experienced, innovative financial aid professional.

Duties and Responsibilities

- Submit the FISAP for funding of the Federal Perkin's Loan, College Work Study, and Federal Supplemental Educational Opportunity Grant (FSEOG) programs. Due each year by October 1.
- Represent the College to the New York State Financial Aid Administrators Association (NYSFAAA), College Scholarship Service, the U.S. Department of Education, and New York State Higher Education Services Corporation (HESC).
- Serve as the committee chair on the Awards Committee.
- Serve as the Tuition Exchange Liaison Officer for the employees of the College.
- Keep abreast of current practices in needs analysis and make

recommendations for the improvement of student aid procedures/policy to insure equity and compliance for the distribution of student aid funds.

- Reconcile financial aid expenditure totals to those of the financial aid accounting system and students account receivable.
 - Maintain fiscal records for the office budget.
 - Develop and manage the operation of all scholarships processing and record keeping.
 - Manage all federal, state, loans, and private funds.
 - Performs and processes Pell Grant Validation.
 - Certify all New York State Tuition Assistance Program awards for each student.
 - Perform verification on selected files assigned by the federal government.
 - Establish and evaluate all Financial Aid policies and procedures, proposing modifications as needed.
- Ensure compliance with constantly changing federal and state regulations and program guidelines.
 - Prepare and implement agreements and contracts for the operation of federal, state, and private financial aid programs.
 - Complete all federal and state financial aid program funding applications, and monitor expenditure of all funds received.
 - Award "campus-based" funds to eligible students in accordance with federal regulations and the College's policies.
 - Rule on appeals filed by federally funded students who have failed to maintain satisfactory academic progress as determined by the College.
 - Supervise the maintenance, handling, and housing of all individual student aid records, ensuring that strict confidentiality is maintained.
 - Complete federal, state, and internal year end reports on expenditures of student aid funds.



VISION
We are a thriving college, broadly recognized for outstanding experiential education and an adventurous spirit.

DIRECTOR OF FINANCIAL AID SEARCH



- Cooperate with federal, state, and College-contracted auditing firms.
- Coordinate and oversee the federal and state work study programs.
- Tracking and management of all financial award funds and budgets.
- Process all withdrawals and cancellations, including refunds of aid.
- Conduct High School Parent Night presentations.
- Provide financial aid presentations at Admissions orientations & visitation days.
- Sets awarding priorities, deadlines, and packaging procedures.
- Review and evaluate special circumstances and professional judgment cases.
- Oversee the preparation and maintenance of files, policies, and records:
 - For Annual Audit
 - For Program Participation Agreement process (every 5 years)
 - For Program Reviews (if needed)
- Perform other duties as assigned.

minimum of 3 to 5 years' experience in a similar function, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience working with and

producing reports using PowerFAIDS.

- Experience in managing an office of Financial Aid.
- Superior communication skills required to communicate sensitive, complicated, and confidential information to prospective students, families, and colleagues.
- Knowledge of government rules and regulations concerning financial aid.
- Experience working with Admissions to meet institutional recruitment goals.
- Active membership in professional organizations, including NASFAA.
- Technical expertise related to online resources and processes.
- Physical demands of a routine office environment.
- Some evenings and weekends will be necessary.

Applications and Nominations

Confidential inquiries are welcomed, and nominations are invited.

1. To Apply, submit:

- Letter of interest
- Current resume
- At least five references with full contact information. (References will not be contacted without applicant's consent.)

2. Submit applications to PaulSmiths@myersmcrac.com by **November 26, 2018**, for best consideration. Review of materials begins immediately. Search continues until position is filled.

Submit nominations to PaulSmiths-Nominate@myersmcrac.com with full contact and e-mail information for the individual being nominated.

Jennifer Barfield, Senior Vice President of **Myers McRae Executive Search and Consulting**, is assisting Paul Smith's College with this search.



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Requirements

Bachelor's degree in an appropriate discipline, Master's degree desirable or a

Paul Smith's College values diversity in the College community and seeks to assure equal opportunity through its continued Affirmative Action program. EOE/AA/IM/F/D/V