



**FORT VALLEY
STATE UNIVERSITY**
EMPOWER *the* POSSIBLE.



**GORDON
STATE COLLEGE**

Inviting Applications and Nominations for

Regional Executive Director of Financial Aid

Serving Fort Valley State University & Gordon State College



MYERS McRAE
EXECUTIVE SEARCH AND CONSULTING

Wildcat Commons Clubhouse, Fort Valley State University



Fort Valley State University (FVSU) and **Gordon State College (GSC)** are seeking an administrator who will direct the financial aid operations for both institutions as **Regional Executive Director of Financial Aid**. This shared administrator will be responsible for ensuring compliance with all related state and federal regulations, establishing policies and procedures that ensure strong internal controls for maintaining the integrity of student-based fiscal processes, and implementing innovative approaches in support of students at both institutions. The administrator will have a dedicated office on each campus, with flexibility to work remotely, as needed. The preference is to have the finalist selected in March 2023.



ABOUT THE INSTITUTIONS

Located in Central Georgia, **Fort Valley State University** is a comprehensive institution offering undergraduate and graduate degree programs. One of the University System of Georgia's three public historically black universities, FVSU is the state's only 1890 Land-Grant Institution. Ranked the #1 Public HBCU in Georgia for 2023 by *U.S. News and World Report*, FVSU has been under the distinguished leadership of Dr. Paul A. Jones since 2015.

FVSU enrolls approximately 2,800 undergraduate and graduate students across its three academic colleges: Agriculture, Family Sciences, and Technology; Arts and Sciences; and Education and Professional Studies. The University's 1,365-acre main campus in Fort Valley, Georgia, has the second largest acreage of any Georgia university.

► [Visit fvsu.edu](https://fvsu.edu) to learn more.

Founded in 1852, **Gordon State College** joined the University System of Georgia in 1972 and continues its distinctive legacy of excellent scholarship and service. The co-educational, residential state college has been under the visionary leadership of President Kirk A. Nooks since 2018.

More than 3,100 students are enrolled in baccalaureate and associate degrees programs through three academic schools: Business, Liberal Arts, and Social Sciences; Education, Mathematics, and Applied Sciences; and Nursing and Health and Natural Sciences. The beautiful 235-acre campus with state-of-the-art classrooms and laboratories is located in Barnesville, Georgia, less than an hour south of Atlanta and an hour north of Fort Valley.

► [Visit gordonstate.edu](https://gordonstate.edu) to learn more.



THE OPPORTUNITY

The **Regional Executive Director of Financial Aid** directs the financial aid operations of two institutions and reports to the Vice President for Student Affairs and Enrollment Management at FVSU and the Dean of Enrollment Services at GSC. Success in conducting the work and responsibilities of this position ensures the efficiency and effectiveness of not only the Financial Aid operations, but also the institutions.

The strict regulations involved with financial aid in higher education contribute to the complexity of this administrative position. The Executive Director will be required to exercise judgment, selection, and interpretation to meet and balance system, state, federal policies as well as academic and athletics guidelines. This administrator also will develop departmental guidelines and procedures to achieve these aims.

In the course of this work, the Regional Executive Director interacts with financial aid and enrollment staff, other campus colleagues, university system employees, students, parents, representatives of student loan companies, representatives of federal agencies, and members of the general public. Contacts are primarily to provide services or to give or exchange information, as well as to resolve problems, motivate or influence persons, and/or explain or negotiate matters.

The Regional Executive Director directly supervises personnel at the FVSU and GSC campuses. At FVSU, direct reports include the Assistant Financial Aid Director, three Financial Aid Advisors, a Financial Aid Assistant, and a Customer Service Representative. At GSC, three Financial Aid Counselors, a Customer

Service Assistant, and student workers report to the Regional Executive Director. The administrator assigns work in terms of department goals and objectives and reviews work through conferences, reports, and observation of department activities.

The major duties of this position include, but are not limited to, the following:

- Provides leadership for comprehensive campus-wide financial aid programs, including federal, state, institutional, and private aid.
- Monitors and reviews federal, state, institutional, and Board of Regents policy changes to ensure compliance.
- Oversees the administrative functions of the Financial Aid Offices and manages the departmental budgets.
- Supervises FA personnel, providing training in federal and state regulations and facilitating ongoing professional development opportunities.
- Works with Athletics Compliance Office to ensure compliance with NCAA/NJCAA rules and regulations.
- Serves as Title III grant manager for the Office of Financial Aid.
- Supervises the reconciliation of federal, state, private, and institutional funds.
- Leads the administration of state and federal aid, scholarships, and student employment programs that support student recruitment and retention.

- Completes institutional reporting requirements to include balancing Pell and HOPE programs.
- Serves as a key contributor to the division and college leadership teams as appropriate.
- Serves as Data Steward for the Banner Student Financial Aid System, testing new releases and patches, assigning and maintaining security, and automating modules as applicable.
- Develops and implements financial aid policies and procedures.
- Serves as audit liaison during federal, state, and Board of Regents audits.
- Implements new financial aid software and web-based products.
- Supervises the coordination of financial aid seminars and programs.
- Advises students and parents in the financial aid process.
- Represents the institution at regional and state professional meetings and conferences.
- Directs the management of department social media accounts.
- Performs related duties.

QUALIFICATIONS

Minimum Required Qualifications

- Bachelor's degree in a course of study related to the occupational field
- At least seven years of related experience
- A driver's license in good standing

Preferred Qualifications

- Master's degree in a course of study related to the occupational field
- Knowledge of Banner and financial aid technical experience to ensure compliance with federal regulations



KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of federal, state, private, and institutional financial aid programs, policies, and procedures
- Knowledge of the Banner financial aid modules
- Knowledge of federal and state student aid online reporting systems
- Knowledge of need analysis principles
- Knowledge of budget development and management principles
- Knowledge of supervisory principles and practices
- Skilled in the delegation of responsibility and authority
- Skilled in the operation of computers and job-related software programs
- Skilled in decision-making and problem-solving
- Skilled in interpersonal relations and in dealing with the public
- Skilled in oral and written communication
- Skilled in working independently while exercising professional judgment
- Ability and willingness to travel as needed





Metropolitan Central Georgia

Fort Valley State University and Gordon State College are located in Central Georgia, which encompasses the state's fourth largest city, Macon, as well as several growing cities and progressive small towns. Both are within driving distance of Atlanta, the state's capital and one of the largest metropolitan areas in the Southeast.

The City of Fort Valley has been honored as one of 10 Georgia "Cities of Excellence," and it is considered one of the state's "best managed and most livable cities." It offers tree-lined streets and beautiful historic homes and boasts a cost of living below the state and national average.

Barnesville is a beautiful, vibrant community of some 6,800 residents and the county seat of Lamar County. Along with more than 500 local businesses, the city and county have become sites for Georgia's growing film industry. Barnesville provides shopping, dining, and activities for all ages, including the Barnesville BBQ & Blues Festival in the spring and Buggy Days in the fall.

Central Georgia offers endless activity opportunities for families and individuals alike. A wide range of fine and casual dining, live music venues, festivals, water parks, golf courses, museums, historical sites, farmer's markets, touring Broadway shows, kayaking, indoor rock climbing, and more provide an appealing quality of life.

Beyond the Metro Central Georgia area, Atlanta, one of the nation's largest cities, and Hartsfield-Jackson Atlanta International Airport are easily accessible by I-75. If looking for time at the beach or enjoying the cool mountain air, the Georgia coastline or Blue Ridge Mountains are only a three-hour drive away.



Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.



Applications

1. Application packet must include:
 - a) A letter of interest that addresses the responsibilities and qualifications of the position
 - b) Current résumé
 - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
2. Submit application packet to **FVSU-GSC-FA@myersmcrac.com** by **February 27, 2023**. Applications will be accepted until the position is filled. Additional information will be requested upon receipt of application.

Nominations

Nominations should include contact information on the individual being nominated.

Submit nominations to **FVSU-GSC-FA-nominate@myersmcrac.com**.

Consultant

Emily Parker Myers, CEO of **Myers McRae Executive Search and Consulting**, is the lead consultant for this search. **Jessica Thompson**, Associate Vice President and Search Coordinator, is assisting. To schedule a conversation, e-mail **jessicathompson1@myersmcrac.com**.

Fort Valley State University and Gordon State College are affirmative action, equal opportunity institutions and do not discriminate against applicants, students, or employees on the basis of race, gender, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status.