

*Inviting Applications and Nominations*

# DIRECTOR OF FINANCIAL AID

Westmoreland County Community College



**THE DIRECTOR OF FINANCIAL AID** will lead a progressive and dynamic financial aid department in order to support and advance institutional efforts to increase student access and success. The Director will plan, organize and manage the operations and activities of federal, state, locally and privately funded financial aid, monitor and ensure compliance with federal and state regulations, evaluate operations leading to continuous improvement, and supervise and evaluate financial aid staff.

## ABOUT THE COLLEGE

The main campus of Westmoreland County Community College is located in Youngwood, Pennsylvania, a rural setting just 26 miles southeast of Pittsburgh.

Founded in 1970, Westmoreland now enrolls more than 5,000 students and offers 54 associate in arts and applied science degree programs, 13 diploma options, and 48 certificate programs to prepare students for careers or transfer to baccalaureate degree programs at a four-year institution. The college also offers Continuing Education courses for adults, displaced workers, and non-traditional students.

In the fall of 1972, the college moved to its present site in the building now known as the Student Achievement Center. Day classes were offered for the first time and close to 1,500 students enrolled. A major renovation of the Student Achievement Center is currently underway. The Health and Culinary Center was completed in June 1990 and the Science Innovation Center opened to students in June 1994. A state-of-the-art addition to the Science Innovation Center was added in August 2018. The college dedicated the Business and Industry Center in March 2000.



Nestled on 80 acres, the main campus encompasses the Student Achievement Center, the Health and Culinary Center, the Science Innovation Center, and the Business and Industry Center. To provide access to quality educational opportunities to area residents, the college has grown beyond the Youngwood campus with education centers in Murrysville, Indiana, Latrobe, New Kensington, and Uniontown, serving all of Westmoreland, Fayette, and Indiana counties. The Westmoreland Public Safety Training Center, located near Smithton, provides public safety training for fire, police, and emergency services responders.



In 2014, the college opened the 73,500-square-foot Advanced Technology Center at RIDC-Westmoreland in Mt. Pleasant. Designed to create the future of advanced manufacturing in the region, it offers credit programs, continuing education, and contract training for industrial technology and manufacturing occupations.

Westmoreland has more than twenty student clubs and organizations on campus, providing opportunities for community service, recreation, professional development, and more.

The college fields a total of six men's and seven women's intercollegiate sports and is a member of the National Junior College Athletic Association (NJCAA). The Wolfpack competes in regional and national athletic championships.



## **Tuesday Stanley, Ed. D.**

**President of Westmoreland County Community College**

Stanley holds a doctorate of higher education management from the University of Pennsylvania, a master's degree in business administration from Lehigh University, and a bachelor's degree in advertising and communications from Purdue. She earned certification from the Harvard Graduate School of Education IEM program and the BMA School of Bank Marketing.

During her tenure as president, the college received a \$2.25 million five-year Title III Strengthening Institutions grant by the U.S. Department of Education to expand access to online courses and create flexible online student support services. The grant supports technology infrastructure upgrades that allow automation and integration of college processes and web-based solutions for registration, financial aid and other student services.

In 2014, the college opened its 73,500-square-foot Advanced Technology Center at RIDC-Westmoreland in Mount Pleasant and the Westmoreland-Latrobe center in 2015, with both facilities subsequently achieving increases in student enrollment.

Under her leadership, Westmoreland completed a \$1 million addition and renovation of its Public Safety Training Center. Also in 2018, the college completed the construction of the Science Innovation Center and started the renovation of the Student Achievement Center, encompassing the creation of an Enrollment Center, Learning Commons, and a new entrance to the facility.

Other accomplishments include reaffirmation of the college's accreditation by the Middle States Commission on Higher Education and overseeing the completion of the Investing in Our Community capital campaign that raised over \$31 million to support Westmoreland's mission.

Stanley came to Westmoreland from Metropolitan Community College (MCC) in Kansas City, Missouri, where she served as vice chancellor of student development, enrollment management and administrative services. Her accomplishments during her eight-year tenure at MCC include leading an enrollment services process review; a strategic enrollment management planning and implementation process focused on student success, recruitment, course schedule management and marketing; and an information center (call center) for students. She also led efforts to move the college toward a zero-based budgeting process, opened an on-site healthcare clinic for employees, and worked with several shared governance groups to improve transparency and decision-making.

## ESSENTIAL RESPONSIBILITIES AND COMPETENCIES

- Provides leadership for the Financial Aid Office.
- Hires, trains, develops, evaluates, and supervises all members of the Financial Aid Office.
- Coordinates and manages all financial aid programs, ensuring compliance with all federal, state, and institutional financial aid regulations, policies, and procedures.
- Monitors, approves, and revises financial aid packages for all eligible students in accordance with federal, state, and institutional regulations, laws, and policies.
- Plans, develops, and implements up-to-date systems and policies to communicate financial aid information to students, determines financial aid eligibility, awards appropriate funds and deposits them in student accounts, refunds credit balances, manages data exchanges and funds draw downs, and performs required reconciliation and report results.
- Develops, implements, and revises policies and procedures to ensure compliance with federal, state, and institutional regulations and laws.
- Oversees the Satisfactory Academic Progress (SAP) process, including appeal process.
- Oversees the Return to Title IV Funds process.
- Oversees and coordinates all student loan processing.
- Completes federal, state, and institutional reports, such as the FISAP.
- Coordinates internal reconciliation efforts and reports to reviewing entities.
- Prepares and submits reports as required by funding agencies.
- Coordinates the selection, implementation, and maintenance of computerized systems and technologies. Additionally, coordinates employee training as it pertains to technologies.
- Collaborates with the Office of Admissions for financial aid presentations, FAFSA Nights, financial aid workshops, and other recruitment/outreach events.
- Collaborates with the Communications team to effectively communicate information regarding financial aid to students.
- Works with the College's Educational Foundation and other college areas to expand scholarship opportunities and effectively processes all appropriate scholarship awards to students.
- Facilitates coordination and communication college-wide in relation to the role of the Financial Aid Office.
- Creates and maintains a student-centered environment in which students have positive educational experiences.
- Coordinates appropriate cross-training with other department Directors.
- Develops and maintains the budget for the Financial Aid Office.
- Maximizes Financial Aid's role in recruitment and retention.
- Aligns annual goals to the strategic plan.
- Serves as a senior leader in the Enrollment Management Division and also as a member of the President's Council.
- Maintains up-to-date knowledge of college financial aid policies and procedures, federal and state regulations and laws, and best practices in financial aid.
- Continually keeps abreast of the latest changes and trends in the field and related areas.
- Represents the college in meetings with appropriate external organizations, institutions, and groups.
- Performs other Director duties as assigned.



### YOUNGWOOD, PENNSYLVANIA IS...

home to some 2,950 residents. Its cost of living is 22.8% lower than the U.S. average. Youngwood has been ranked #1 on the list of Most Secure Places to Live (Large Metros), Best Cities to Relocate to in America, and Most Romantic Cities for Boomers. Home appreciation in the last 10 years has been 8.6% ([www.niche.com](http://www.niche.com)). Youngwood public schools spend 20% more per student than the national average and have 15.1 students per teacher.

Just 26 miles southeast of Pittsburgh, Westmoreland County Community College is located about 2 miles north of the New Staton Interchange of the Pennsylvania Turnpike off Route 119.

## EMPLOYEE EXPECTATIONS

All employees are expected to demonstrate an understanding of and commitment to the college's core values of teamwork and collaboration, dependability, initiative, problem solving, and clear communication. College employees are expected to demonstrate good interpersonal and communication skills with all members of the campus community.

They will strive to maintain integrity, effectiveness, and efficiency by upholding customer service throughout all levels of performance. College employees may work closely with individuals of diverse back-grounds and race, as well as those of differing religious affiliations, sexual orientation, and gender.

They are expected to treat individuals with respect and uphold an environment that is free of prejudicial, discriminatory, or harassing conduct. Safeguarding confidential, personal data and/or records of employees, students, customers, and other related constituents is the responsibility of all college employees. It is the duty of all members of the college community to take part in the maintenance of a safe campus.

## QUALIFICATIONS

*Required Knowledge, Skills, and Abilities (required unless otherwise stipulated)*

- Bachelor's degree in related field. (Master's degree Preferred)
- Five to seven years of related work experience.
- Demonstrated competencies in supervision and management.
- Ability to incorporate Financial Aid into the overall Enrollment Management Plan of Westmoreland County Community College.
- Demonstrated competencies in managing multiple tasks, prioritization, and delegation.
- Strong analytical ability and problem solving skills.
- Demonstrated skills and abilities to effectively utilize databases, word-processing, spreadsheets, and online computer transactions.
- Ability to design and format reports, forms, and queries.
- Demonstrated knowledge and competencies of the Common Origination and Disbursement (COD) system and Ellucian Colleague System. Preferred - Campus Management and Jenzabar.
- Demonstrated leadership, critical thinking, and communication skills.
- Student-Centered philosophy.
- Strong leadership, critical thinking and problem solving skills.




*The Science Innovation Center at Westmoreland*

- Excellent communication, interpersonal, and customer-services skills.
- Ability to adapt to a constantly changing environment with multi-faceted duties.
- Excellent organizational skills including the ability to prioritize multiple work assignments and manage conflicting tasks, while paying attention to detail.
- Ability to maintain professionalism, confidentiality, composure and a customer-focused attitude while carrying out all job responsibilities.
- Demonstrated ability to interact professionally and confidentially with the college community and the public.
- Demonstrated ability to work effectively with a diverse population, while exercising discretion and good judgment.
- PA Child Abuse History Clearance, PA Criminal Record Check Clearance, and FBI Federal Criminal History Record Clearance at employee's expense.
- Basic employment verification, national criminal database search and five panel drug screen at college's expense.
- Prior work performance must have met or exceeded appropriate work standards.
- Ability to perform the essential responsibilities/ functions of this position.

## WORKING CONDITIONS

- Normal office environment.
- An environment with many interruptions and deadlines.
- College wide responsibilities may require travel between campuses and off-site locations.



 Westmoreland County Community College will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification.

## APPLICATION & NOMINATION PROCESS

*Confidential inquiries are welcomed and nominations are invited.*

### Applications

- 1) Application packet must include:
  - a) A letter of application that addresses the responsibilities and qualifications of the position;
  - b) Current resume; and
  - c) At least five references with full contact information including e-mails (References will not be contacted without consent from applicants.)

*Additional information will be requested upon receipt of application.*

- 2) Submit application packet to:  
**westmoreland@myersmcrac.com**  
Review of applications begins immediately and position is open until filled.

### Nominations

Submit nominations to:  
**westmoreland-nominate@myersmcrac.com**  
with complete contact and e-mail information for the individual being nominated.

**Kenny Daugherty**, President of Myers McRae Executive Search and Consulting, is conducting this search.



515 Mulberry Street, Suite 200  
Macon, Georgia 31201  
(478) 330-6222  
MyersMcrac.com