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Specializing in Admissions and Enrollment Management

Baylor University

Waco, Texas

Assistant Vice President for Student Financial Aid

Baylor University invites applications and nominations for the position of Assistant Vice President for Student Financial Aid. The Assistant Vice President (AVP) serves as the primary professional responsible for all student financial aid awards at the University. The AVP provides leadership and oversight of the Student Financial Aid Office and all areas of financial aid administration and compliance by working collaboratively to achieve departmental and institutional goals. This newly structured position reports to the Associate Vice President for Financial Services and Treasurer.

The University and the Waco Community: Baylor University is a private Christian University and a nationally ranked research institution, characterized as having "high research activity" by the Carnegie Foundation for the Advancement of Teaching. The University provides a vibrant campus community for approximately 15,000 students by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continually operating University in Texas. Located in Waco, Baylor welcomes students from all 50 states and more than 80 countries to study a broad range of degrees among its 11 nationally recognized academic divisions. Baylor sponsors 19 varsity athletic teams and is a founding member of the Big 12 Conference. Baylor is located in Waco, which is in central Texas, and is roughly equidistant between the Dallas-Ft. Worth metroplex and Austin.

Qualifications: The preferred AVP candidate should have at least 10 years of progressively responsible leadership and project experience in higher education student financial aid at the Associate Director level or higher. The candidate should also have demonstrated successful experience in managing a student financial aid function and in developing, evaluating, and improving financial aid awarding from a data-driven perspective. Substantial knowledge of and experience with Banner software, administering student work study programs, and managing endowed and gift fund budgets are highly preferred. Preference will be given to those candidates with a master's degree and proven technical skills in data management, data processing concepts, and computerized systems related to student financial aid as well as proficiency with statistical software. Knowledge of best practices in the efficient use of resources is expected. A Christian faith is also required. For a copy of the job description and the list of essential functions for the position, please refer to https://www1.baylor.edu/jobdescription/?posn=208021.

Application and Nomination Process: The University has retained the search firm of **Scott Healy & Associates** to oversee and manage the search process. All applications and nominations must be sent to:

Scott Healy & Associates
Attn: Dr. Scott F. Healy, President
scott@scotthealy.com

Applicants must apply electronically via a word document. Submit a cover letter outlining experience and success in the areas listed above, a current resume, and a list of five professional references with his/her title, phone number, and e-mail address as well as your affiliation with each. Complete confidentiality will be maintained throughout the entire search process. Applications received by May 23, 2014, will receive priority consideration. The search will remain open until the position is filled.

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion as a selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.

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