



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

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## **DIRECTOR, FINANCIAL AID & SCHOLARSHIPS**

### **Position Profile**

Texas A&M University-San Antonio (A&M-SA) seeks nominations and applications for an experienced and collaborative individual to serve as the institution's Director of Financial Aid and Scholarships. A&M-SA is a vibrant, diverse, and rapidly growing institution that has evolved significantly since becoming a standalone university in 2009. The Director reports to the Vice President for Enrollment Management and provides strategic leadership in helping the institution meet a number of the objectives outlined in the university's current [strategic plan](#).

#### **Financial Aid & Scholarships Office**

The Director assists A&M-SA in achieving its mission and vision of student enrollment, retention, and success by providing leadership and oversight of the policy, administration, application, award and reporting of all federal, state, and institutional student financial aid programs and scholarships. As a leader within the Enrollment Management team, the Director assures compliance with financial aid regulations, policies, and procedures. The Director is responsible for developing policies, guidelines, and processes for the office and works closely with campus partners in the delivery of campus-wide student financial aid programs and initiatives.

Responsibilities of the next Director include, but are not limited to:

- Leading and implementing a strategic vision for financial aid programs and related services in collaboration with the Vice President for Enrollment Management;
- Supervising and coordinating the efforts and initiatives of the Financial Aid office and its staff to provide information relating to financial assistance available to all students;
- Spearheading integration efforts to maximize the role of financial aid in recruitment and retention;
- Supervise the development, implementation, monitoring, maintenance, and revision of policies and procedures relating to financial aid and all scholarships;
- Overseeing local, state, and federal financial aid programs, such as THECB, FADB Reporting, FISAP, and assuring compliance therewith;
- Overseeing full-service financial aid processing, including document collection, budgeting, awarding, FAFSA verification, and loan certification for college-related programs;
- Management of the Banner financial aid module, including creating effective and efficient business process, managing student data, and creating reports;
- Developing, implementing, and evaluating office policies, procedures, user documentation, and training materials to ensure compliance with all guidelines;
- Overseeing the departmental scholarship program and establishing appropriate policies and procedures for efficient awarding;
- Estimating long-range needs for financial aid funds and submitting applications to granting agencies;

- Developing new aid sources by working with outside agencies and university committees;
- Overseeing the preparation and submission of required federal, state, and institutional reports, including those to the Department of Education, Texas Higher Education Coordinating Board, and the National Student Loan Data System;
- Communicating with the campus community and external audiences regarding financial aid programs and services;
- Conducting training for employees as well as high school and community college counselors on financial aid, scholarships, and student employment programs;
- Presenting at area high schools, middle schools, elementary schools, and A&M-SA functions, and counseling parents and students regarding Financial Aid;
- Conducting entrance and exit counseling to applicants and recipients;
- Developing and managing the departmental budget and other financial aid budgets; and
- Assisting the Enrollment Management team with recruitment and retention activities and special events.

### **Texas A&M University-San Antonio**

Established as a standalone institution in 2009, A&M-SA is the only major metropolitan campus in the distinguished Texas A&M University System. A&M-SA is a contemporary university reflective of the diverse and heritage-rich community it serves. Founded as the first upper-division institution of higher education in South San Antonio, A&M-SA today is a comprehensive four-year university awarding baccalaureate and master's degrees.

Over the past nine years, enrollment has grown 176 percent. The University's 329 faculty currently serve nearly 6,500 students. The student body is 60 percent female and 70 percent Hispanic, and approximately 78 percent of students are the first in their family to attend college. A&M-SA celebrates excellence and creates life-changing opportunities by providing affordable tuition, numerous scholarships, and financial aid opportunities; two-thirds of enrolled students receive some form of scholarship or Pell grant.

Through the University's 24 undergraduate degree programs and 12 graduate degree programs across the College of Arts & Sciences, College of Business, and College of Education & Human Development, students can pursue a wide variety of in-demand fields, such as: education; business; information technology and cyber security; criminology; and biology. A majority of the programs incorporate experiential learning, community service, and global experiences. A&M-SA prepares and empowers students with knowledge and marketable skills that prepare them for rewarding careers, responsible global citizenship, and lifelong learning.

A&M-SA is a member of the Texas A&M University System – a network of eleven universities, seven state agencies and a comprehensive health science center. As a member of the Texas A&M University System, the school benefits from a range of centralized resources, increased visibility and political clout, and opportunities to collaborate in mutually beneficial ways with peers across member institutions and associated agencies.

### **Strategic Plan**

Building upon the success of its inaugural strategic plan, the university launched its [second strategic plan](#) in 2016. Guided by the core values of excellence, student focus, audaciousness, opportunity, and collaboration, A&M-SA strives to:

- Become a national model for student and academic success embracing all students, particularly first-generation and underrepresented communities, while achieving graduation and retention rates above the national average;
- Continue to build academic excellence;
- Achieve enrollment growth through strategic enrollment management, student-focused academic experiences, co-curricular programs and student-support services; and
- Engage in partnerships that advance student growth as well as create opportunities for faculty and staff engagement, scholarship, and research.

### The Community

As the seventh largest city in America and the second largest in Texas, San Antonio offers a unique blend of metropolitan energy and small town charm. San Antonio is home to nationally known Fortune 500 companies and the San Antonio International Airport.

San Antonio is renowned for its culture blending southern charm with international flair, big-city opportunities and excitement with small-town familiarity. The area's Spanish founding, its Mexican American upbringing, its Texas pride and its German influences are all combined in this unique city.

The A&M-SA community enjoys entertainment and cultural offerings including the San Antonio Symphony. The San Antonio region offers easy access to a variety of attractions and activities for all ages, including six professional sports teams.

San Antonio has been coined as "Military City USA" and more than 17 percent of A&M-SA students identify as military-connected. In addition, A&M-SA is the only Purple Heart University in San Antonio. The University has been recognized for the establishment of Military Cultural Competence Training. This professional development program for faculty and staff introduces the need for increased cultural awareness and understanding of the transition military members face when returning to civilian life. Patriots' Casa, a nationally recognized facility on the main campus, is A&M-SA's "Academic Home for the Brave," a unique venue that sets the University apart, not only as a military-friendly university, but also a university that is wholeheartedly Military Embracing™.

### Qualifications

The successful candidate should possess the following skills and qualifications:

- A bachelor's degree;
- Ten years of experience in financial aid, including related supervisory experience;
- Leadership experience with current best practices in financial aid and scholarships;
- Knowledge of accounting practices, financial aid policies, and related technology;
- Expertise in federal, state, and other applicable statutes and guidelines governing financial aid programs;
- Excellent customer service, public speaking, and interpersonal skills, including strong verbal and written communication;
- Demonstrated experience working in a team environment, with the ability to lead strategic initiatives;

- A track-record of enhancing policies, procedures, and technological components of a unit, including experience with process-improvement initiatives and leadership in change-management environments; and
- Ability to work with professional integrity and discretion, maintaining confidentiality, and handling sensitive information.

### **Nomination and Application Process**

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. However, in order to assure the fullest consideration, candidates are encouraged to have complete applications submitted to the search firm assisting the University as soon as possible. Requested application materials include a letter of interest; resume; and the names, telephone numbers, and e-mail addresses of at least five professional references. All applications, nominations, and inquiries will remain confidential. References will not be contacted until after the first screening of applications and then only after the applicant has given explicit permission. All application materials must be submitted electronically in Microsoft Word or PDF format.

Please direct all applications, nominations, and inquiries for the position to the search firm assisting the University at the contact information below:

Ryan Crawford, Partner | Gretchen Hoffman, Senior Associate  
7500 Rialto Blvd  
Building 1, Suite 250  
Austin, TX 78735  
(737) 207-0568  
r.crawford@storbeckpimentel.com | g.hoffman@storbeckpimentel.com

Refer to code "TAMUSA-FAS" in subject line

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