



**WESTERN**  
NEW MEXICO UNIVERSITY



Executive search for

# **Director** of Financial Aid

**Western New Mexico University**  
[financialaid.wnmu.edu](http://financialaid.wnmu.edu)



**Western New Mexico University (WNMU)** in Silver City, New Mexico, invites applications, nominations, and inquiries for the full-time position of **Director of Financial Aid**. Reporting to the Vice President of Student Affairs & Enrollment Management, the Director will be a strong leader with expertise in university financial aid operations with a proven track record of instituting process improvements through the use of technological advancements.

## The Opportunity

Since its formation, Western New Mexico University (WNMU) has set the standard by equipping students with the knowledge, skills, character, and learning experiences needed to become responsible leaders in society. Calling Silver City its "home" since 1893, WNMU offers more than 70 fields of study, online Masters' and Bachelors' programs, satellite campuses, and the classic on-campus university experience.

Established on February 11, 1893, originally as a normal school for the training of teachers, WNMU has grown through several names and phases over a century, each time striving to meet the educational needs of the city of Silver City and its surrounding communities. Today, students can enjoy a number of hands-on programs in the applied liberal arts and sciences, some of which are the best in the state.

Western New Mexico University recognizes the need for financial aid to help students meet the cost of higher education. The Office of Financial Aid is committed to helping students identify the financial resources for which they may be eligible and can assist students and their families in developing financial plans.

You don't have to be a student to appreciate WNMU. The WNMU campus is a hybrid of registered historic buildings and modern facilities with LEED certifications. The 83-acre campus includes over 40 buildings with four residence halls, a nearly 1,000-seat Fine Arts Center Theater, swimming pool, football field, fitness center, an on-campus movie theater, and a museum that houses the world's largest permanent collection of Mimbres pottery — all of which is surrounded by 3.3 million acres of National Forest, including the country's first designated wilderness area, where you'll find peaceful solitude among the mountains.

WNMU has been continuously accredited since 1942. It has provided teacher training and administrative training to thousands who now staff New Mexico's public education system. For the next 125 years, Western New Mexico University aims to continue attaining educational excellence through academic publications, symposia, cross-cultural experiences, and scholarly pursuits. Join us as we continue to transform the future!

## Mustang Points of Pride

More than 3,500 students attend our campuses and are enrolled online.

50% of our undergrads are Hispanic, and we are designated as a Hispanic-Serving Institution.

We've had four names: Normal School, New Mexico State Teacher's College, New Mexico Western College, and Western New Mexico University (1963).

WNMU celebrated its 125th Anniversary in 2018.

WNMU offers more than 70 fields of study, from accounting to zoology.

WNMU is accredited by the Higher Learning Commission, New Mexico State Board of Education, Association of Collegiate Business Schools, and National Council for Accreditation of Teacher Education (NCATE).

WNMU carries on historic traditions like The Great Race and Painting of the W annually.

Mustangs compete in the Lone Star Conference, and WNMU has softball, volleyball, football, and men's and women's basketball, golf, cross country, and tennis teams.

# Director of Financial Aid

## Office of Financial Aid

### General Statement of Duties:

The Director of Financial Aid plans, directs, supervises office of financial aid personnel, is responsible for administering all college financial, and evaluates operational activities of financial aid office to ensure adherence to all applicable federal, state, and institutional regulations, requirements, and standards.

### Essential Duties and Responsibilities:

*Duties include but are not limited to:*

- Develops and oversees the implementation of policies and procedures related to administering financial aid, scholarships, loans, and work-study programs, in compliance with federal, state, local and university policies and regulations.
- Supervises professional and support staff, overseeing the delivery of a variety of financial aid and record retention functions to a diverse clientele, with an emphasis on quality customer services; Manages budget and ensures institutional compliance through interpretation of guidelines, rules, regulations and public laws of federal, state, and other funding agencies and regulatory bodies.
- Prepares reports and information financial aid according to requirements set forth by federal, state, institutional, or private agencies; Reviews all federal and state financial aid audits performed within the student services area; Serves as a resource to students, staff, and local communities regarding financial aid opportunities, regulations and interpretation of laws governing financial aid programs.
- Manages contracts with collection and loan servicing groups to ensure adherence to contractual agreements. directs, manages, and supervises reconciliation of fund accounting in conjunction with Business Office to ensure appropriate recording, balancing, and disbursement of accounts.
- Develops objectives to achieve long range goals within the WNMU budget.
- Develops and implements department operating policies and procedures.

### Required Qualifications:

- Bachelor's degree in business, counseling, or related field from an accredited institution of higher learning recognized by the US Department of Education.
- Experience equivalent to seven (7) years full-time work in financial-aid with a minimum of two (2) years in supervisory position.
- Certification on Loan Applications, Award/Disbursement of Stafford Loan, Approving, Awarding Perkins Loans, and grant and work-study programs.
- Masters degree in business administration, finance, education, or closely related field (preferred).

For more position details, visit [http://bit.ly/WNMU\\_DFA](http://bit.ly/WNMU_DFA)



# Transforming the Future Together

## Mission

*Western New Mexico University engages and empowers learners in a multicultural, inclusive, creative, and caring community of teaching, scholarship/research, and service.*

## Vision

Western New Mexico University aspires to be the premier teaching university excelling in student-centeredness, the liberal arts and sciences, professional programs, and career and technical preparation. We educate with rigor and compassion diverse learners who achieve career goals, gain civic literacy, practice social responsibility, and engage in lifelong pursuit of learning.

Valuing the traditional academy and taking pride in our history and regional cultural heritages, we embrace innovation and transformation for a sustainable future in an ever-changing world of local and global connections.



## Core Themes

We commit ourselves to...

- Innovation/Creativity
- Integrity
- Intellectual Curiosity
- Personal Responsibility
- Service to University and Community
- Student Success

## Student-to-Full-Time Faculty Ratio

18:1

## Accreditation Means Excellence

The University has received national accreditation for its nursing, social work, and occupational therapy assistant programs, and the economic development course/institute. The Early Childhood Program and Child Development Center are also nationally accredited.

WNMU is a member of the American Association of University Women, the Hispanic Association of Colleges and Universities and the American Library Association



## Western New Mexico University

Founded in 1893, Western New Mexico University is New Mexico's only Applied Liberal Arts and Sciences University and a Hispanic-Serving Institution located in Silver City, New Mexico, in the shadows of the 3.3 million-acre Gila National Forest. It has served the people of the state and its surrounding areas as a comprehensive, regional, rural, public coeducational university since 1893 and caters to a student body diverse in age, culture, language, and ethnic background.

Our core themes are the heart of the work completed by our departments and faculty. Each year, we serve more than 3,500 students across many goals and pathways, including degree-seeking students, high schoolers, veterans, international students, and underemployed workers. By offering 73 degrees and certificates in over 70 areas, we see thousands of students each year land a new job, learn a new skill, earn a degree, and pursue exciting opportunities from our main campus in Silver City and more than 400 online classes.

This year, we have been named as one of the Top 3 Best Online Colleges in New Mexico and one of the Top 10 Most Affordable Online Degree Programs in the nation. WNMU continues to transform itself into an institution that serves a global audience in the 21st century. More and more programs are fully available online and partnerships with international universities are on the rise. In all, the campus that was first opened in 1893 continues to honor its historical past while experiencing constant changes to new classes of Mustangs each year.

## Silver City, New Mexico

If you've ever dreamed of living in the Great Southwest, there's a good chance Silver City, New Mexico is the perfect place for you. With a prime location in the sunny, southwest corner of New Mexico, the mountain community of Silver City extends west to Arizona and south to Mexico. The city is ideal for those who enjoy authentic cuisine, as well as outdoor adventures like hiking, biking, white water rafting, snow skiing down major mountain ranges, and more. Silver City is for the explorer and wanderer, the outdoor enthusiast and the antique treasure hunter, the foodie, and the restful vacationer.

Known for its handcrafted way of life, Silver City is a gem in Southwest New Mexico with forest recreation, a vibrant historic downtown, art community, and dozens of festivals and events. Silver City is equal parts Old West heritage and a distinctive arts and entertainment community, packed with a vibrant "small-town" style of living. Take a walk through history and discover your colorful side in Silver City!

# Director of Financial Aid

## Office of Financial Aid

### How to Apply

#### To apply, submit:

Applications and nominations are now being accepted. For best consideration, please submit application materials **prior to August 30, 2019**. **Please note that this position will remain open until filled.** Kaye/Bassman International Corp. is assisting Western New Mexico University in this search. Initial screening of the applications and nominations will continue until an appointment is made. Individuals who wish to nominate a candidate should submit a letter of nomination including contact information for the nominee. **Application materials should include a cover letter addressing how your experiences match the position requirements, a curriculum vitae or resume, and three (3) professional references.** Submission of materials as PDF attachments is strongly encouraged.

#### Inquiries, nominations, and application materials should be directed to:

Trey Wright, Managing Partner  
Higher Education Practice - Lead Consultant  
Kaye/Bassman International Corp.  
5851 Legacy Circle, Suite 500  
Plano, Texas 75024  
**Phone:** 972-265-5338 / **Fax:** 972-931-9683  
**Email:** [twright@kbic.com](mailto:twright@kbic.com)  
**Email:** [wnmudfa@kbic.com](mailto:wnmudfa@kbic.com)

WNMU has a comprehensive policy and firm belief in promoting equal employment opportunity for every employee and job applicant. We recruit and employ the best qualified individuals without regard to race, color, creed or religion, national origin, age (40 years and older), gender, physical or mental disability, serious medical condition, sexual orientation, veteran status or any other status protected by applicable law, except where there may be a bona fide occupational qualification. Equal opportunity at WNMU includes all actions such as compensation, benefits, promotions, transfers, termination, layoffs, opportunity for training and development, education and for social and recreational programs.

