

**NDUS Director of Financial Aid  
North Dakota University System Office**

**Location:** Bismarck, North Dakota

**Salary:** minimum \$70,000 per year minimum, with final salary commensurate with experience

**Closing Date:** 11/7/2011, position remain open until filled

**Status:** Full-time, Exempt, Broadbanded

**Type of Recruitment:** Internal/External

**Minimum Qualifications**

- Bachelor's degree in business, education, or related field
- Minimum of three years management level student financial aid related experience
- Minimum of two years of supervisory experience
- Demonstrated knowledge of financial aid rules and regulations
- Large project budget management experience
- Must be a self-starter, able to work independently or as part of a team and make decisions with minimal supervision
- Strong project management and organizational abilities
- Demonstrated interpersonal written, and oral communication skills with a personal style characterized by integrity, candor, and diplomacy
- Possess strong and demonstrated computer software knowledge (i.e. Excel, Word, Access).

**Preferred Qualifications**

- PeopleSoft experience preferred
- Prior experience in working with or in a multi-campus system
- Demonstrated experience in developing creative solutions, including streamlining complex processes
- Demonstrated experience in data/information research, including analyzing, reporting, and developing recommendations

**Application Procedure**

- Submit a resume, a cover letter that addresses each of the position qualifications and three references to Laura Glatt, NDUS Office, 600 E Blvd, Dept 215, Bismarck, ND 58505-0239 or by email to [laura.glatt@ndus.edu](mailto:laura.glatt@ndus.edu) on or before November 7, 2011.
- Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate.
- Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check.

For more information, assistance or accommodation contact: Laura Glatt, Vice Chancellor.  
Employing Unit: North Dakota University System, (701) 328-4116.

**Summary of Work**

The position is responsible for administration of state-funded student aid programs, financial aid policy development and oversight, in cooperation with campus personnel, and data analysis on student affordability.

**Benefits**

The North Dakota University System offers challenging work opportunities, a full range of employee benefits including a comprehensive health plan, paid leave, and a retirement plan. For more information, see [www.ndus.edu](http://www.ndus.edu)

**Equal Opportunity Employer**

The employing agency does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.