

## **Director of Student Financial Services**

The Director of Student Financial Services is responsible for leadership of the University's Office of Student Financial Services (financial aid and student accounts), including staff development, operational and strategic planning, financial aid packaging, compliance, integrity of student accounts, collection activities and payment plans, funds management and stewardship, and the delivery of outstanding financial services for students and families.

**MINIMUM REQUIREMENTS:** Bachelor's degree supplemented with five years of experience working in student financial services, demonstrated ability to work with administrative software programs (preference for experience with Ellucian (formerly Datatel) and strong organizational and communication skills.

*Subject to Background Check.*

**APPLICATION PROCESS:** Submit application and resume with name, address and telephone number of three references to:

Human Resources Department  
University of Arkansas at Pine Bluff  
1200 N. University Drive  
Mail Slot #4941  
Pine Bluff, Arkansas at Pine Bluff

**DEADLINE FOR APPLICATIONS:** Open until suitable candidate is found.

**Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.**

*Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building or may be accessed at [www.uapb.edu](http://www.uapb.edu) (Employment Opportunities). State Applications from the Department of Workforce Services are accepted.*

*"University of Arkansas at Pine Bluff is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged"*

E-Verify Employer