

Meadville Lombard Theological School Director of Student Services



Meadville Lombard Theological School [Unitarian Universalist], located in the South Loop of Chicago, is currently seeking a full-time Director of Student Services who will be a key player in the success of the educational program.

A graduate theological institution, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships.

Students travel to Chicago four times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of standard technology formats, including social media. The successful candidate must have competency in functioning in a multi-racial, multicultural and theologically diverse learning and work environment.

Job Summary

The Director of Student Services is a full time 12-month exempt administrative position. Reporting to and working closely with the Vice President for Academic and Student Affairs, the Director provides leadership and administration for the following student services activities: Student Recruitment, Admissions and Retention, Student Activities, Global Learning, and Financial Aid and works collaboratively with the rest of the Meadville Lombard community to develop and promote programs that complement the students' academic experience.

This position supervises the Director of International Formation and Recruitment and 2 Recruiters, one in Chicago and one in Knoxville, TN.

Responsibilities of this position include but are not limited to:

Enrollment Management

- Develops recruiting, enrollment, and retention goals and strategies in collaboration with faculty and staff.
- Responsible for achieving enrollment goals.
- Implements recruiting and enrollment strategies and activities.
- Fosters and develops relationships with targeted communities and demographics.
- Assists prospective students in the application process.

Financial Aid

- Administers the system of application for and dissemination of financial aid awards and services students attending the School.
- Determines the amount of aid that is to be awarded to students considering such factors as funds available, extent of demand, and needs of students.
- Manages the Federal Financial Aid program, working with students and outsourcing providers.
- Coordinates the creation and implementation of a strategic plan for the financial aid function area of the School, in collaboration with the Vice President of Academic and Student Affairs.
- Develops and conducts financial aid presentations and workshops in outreach activities, such as new student outreach, financial aid workshops, etc.
- Collaborates with the Director of Development to increase donor interest and raise scholarships in accordance with the School's strategic fund raising plan.
- This position is the Chief Compliance Office regarding Department of Education, Illinois Board of Education, Veterans Administration, and all and any other Governmental agencies dealing with Students Financial Assistance, including International Students.

Student Affairs

- Actively supports the teaching and learning process, working to create and support a student-centered environment.
- Develops mechanisms to ensure excellent service delivery to students from admissions through graduation and placement, collaborating with the Director of Contextual Ministry as appropriate.

- Assesses the out-of-class educational needs of students and enriches the student experience on campus; emphasizes leadership skill development, and social and educational programming.
- Envisions new ways to address student life concerns for a diverse non-residential student body.
- Ensures compliance with State and Federal agency requirements
- Position requires off-site travel.

Qualifications

The Director will possess a Bachelor's degree and 5 years of progressively responsible experience or a Master's degree and 3 years of experience, preferably in a higher education environment. Supervisory experience is required. Membership in professional student services and financial aid associations is desired.

Proficiency with Department of Education databases: COD, NSLDS, FAA Access, SAIG. Populi experience is preferred.

Preference will be given to candidates who have knowledge of Unitarian Universalist theology, culture and practices.

The preferred applicant will have a commitment to the importance of theological education and liberal ministry, be well-organized, have strong and effective time management and organizational skills, and be a self-starter. This position requires someone who will exercise a high level of discretion and have the ability to collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. Ability to function as a team player in a fast-paced culture along with dependability, a sense of humor and a good deal of enthusiasm is important.

Other Experience/Aptitudes:

- Ability to demonstrate an understanding of a mission-based organization.
- Creativity in problem-solving.
- Ability to focus on details as well as the big picture.
- Ability to work independently and as part of a team.
- Ability to handle multiple projects, determine priorities, and meet deadline pressure.
- Ability to thrive in a dynamic environment.
- Knowledge of Microsoft Office.

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages those from marginalized or underrepresented identities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff.

Meadville Lombard Theological School offers a competitive salary and benefits package including family leave and partner/family insurance options.

Interested applicants should submit

- a cover letter detailing why you are interested in this position,
- a resume,
- contact information for three professional references

By email to:

Cindi Redman, Vice President, Finance and Administration
 Meadville Lombard Theological School
credman@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Position open until filled.

We thank all applicants in advance for their interest, however,
 ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.