



*North Carolina State Education
Assistance Authority*

Position Profile
Executive Director

NC State Education Assistance Authority

Primary Purpose of Organization: The North Carolina State Education Assistance Authority (SEAA or the Authority) is an agency of the State of North Carolina authorized by the North Carolina General Assembly to administer education programs of student financial assistance created under federal or State law. The Authority promotes access to education by administering over 55 programs funded by federal, State, or private sources designed to assist and inform students and families about paying for education and to support educators in financial aid administration. Among these programs are numerous student grants and scholarships for K12 students as well as students pursuing college or university credentials, forgivable loans for service, federal student and parent loans, the North Carolina Assist Loan Program for students and parents, North Carolina's 529 college savings program, the College Foundation of North Carolina (CFNC) information dissemination program, and the Residency Determination Service for students enrolled in State institutions or receiving State financial aid. The Authority is a political subdivision of the State, governed by a nine-member Board of Directors. The University of North Carolina System provides the secretariat for the Authority. The agency has some 80 full- or part-time employees. Its permanent staff are employees of the University of North Carolina System Office and its Executive Director is a Tier I Senior Academic and Administrative Officer of the University of North Carolina System Office. SEAA contracts at cost with College Foundation, Inc. (CFI) of Raleigh for certain operational functions. CFI is a 501(c)(3) nonprofit organization as well as 509(a)(3) supporting organization, chartered in 1955 under Chapter 55A of the General Statutes to assist North Carolinians in financing the cost of higher education. As an agent and independent sole source contractor for the Authority since 1966, CFI provides numerous services on behalf of the Authority. Their 509(a)(3) supporting organization designation recognizes that in providing centralized administration and related specialized services for the State's financial aid programs and the State's 529 plan, CFI's operations lessen the burdens of government.

For more information, visit our website: <http://www.ncseaa.edu/AboutNCSEAA.htm>

The Opportunity

The Executive Director is the chief executive officer of the SEAA, responsible to the Board of Directors to provide visionary and thoughtful leadership and oversight for strategic planning, program and policy development and implementation, and fiscal integrity, in service to the people of North Carolina and in furtherance of the State of North Carolina's commitment to affordable access to education.

Qualifications

A minimum of a master's degree or equivalent advanced degree is required or an equivalent combination of a bachelor's degree with a proven record of experience may be considered. An exemplary record of progressively responsible, senior level leadership and administrative experience in fields related to higher education is required; college or university administrative experience is preferred.

- Extensive experience with, and substantial knowledge of, postsecondary educational systems and student financial aid, including existing programs and trends in state and national financial aid and governmental support for college access and completion.
- Understanding of and commitment to North Carolina's support for affordable access to education and the mission, vision, and values of the Authority.
- Understanding of and experience in leadership and management in a complex organizational setting.
- Ability to conceive, develop, and implement innovative and effective initiatives and solutions to address complex issues and challenges in a governmental setting.
- Ability to foster and facilitate collaborations impartially and coordinate work with a wide range of agencies and persons, especially among higher education sectors in North Carolina.
- Excellent speaking and writing skills necessary for articulate, and sometimes persuasive communication with diverse audiences and constituencies.
- An ability to advocate, negotiate diplomatically, and demonstrate strong listening skills and responsiveness to others.
- Commitment, maturity, and sound judgment.
- The ability to lead thoughtfully and promote participation and teamwork.
- Business acumen, entrepreneurial outlook and familiarity with fiscal operations.
- Familiarity with information management systems and advancing data technology.
- Understanding of public policy and policy process along with the ability to engage with the North Carolina General Assembly.
- Experience with program and policy development and implementation.
- Demonstrated experience envisioning, developing, and implementing a strategic plan.
- Well versed transformational leader who can adapt to all educational trends.

The Role

Principal duties include the following:

- Maintain and improve relationships with the State and federal governments, the public and private institutions of higher education and elementary and secondary public education in North Carolina;
- Assisting and advising public officials, the University of North Carolina System Office, the North Carolina Community College System, North Carolina Independent Colleges and Universities, the North Carolina Department of Public Instruction and other agencies focused on statewide education goals, such as my Future NC, on various matters pertaining to financial aid and paying for college costs, including the scholarship/grant programs for students enrolling in K12 nonpublic institutions;
- Advocating for resources to support students to assure affordable access and successful completion of higher education;
- Developing and implementing new initiatives that support educational institutions and/or their students;
- Leading, directing, and overseeing all programs and administrative divisions of the agency for innovative and effective administration and excellence in quality and service; and ensuring compliance with applicable federal or state law or regulation;
- Maintaining an effective and productive relationship with College Foundation, Inc.;
- Overseeing administration of the Authority's responsibilities to the federal government under the Higher Education Act of 1965, as amended. Securing and properly administering funds for student and parent education loans through the capital markets;
- Assuring appropriate and timely delivery of financial aid to North Carolina students in the form of grants, scholarships, and forgivable loans for service;
- Overseeing administration of the Authority's role as the state instrumentality responsible for North Carolina's 529 qualified tuitions program(s);
- Providing leadership for the College Foundation of North Carolina (CFNC) information dissemination service in collaboration with partners representing elementary, secondary, and postsecondary education, and student financial aid services;
- Overseeing administration of North Carolina's Residency Determination Service; and
- Delivering formal presentations to the North Carolina General Assembly and other constituencies on matters pertaining to financial aid and the Authority's programs.

Location

NCSEAA is located in the Research Triangle. Research Triangle Park, a globally recognized center of research, innovation, and thought leadership located between, and around, the three cities of Durham, Raleigh, and Chapel Hill. Each of these cities is home to many centers of learning and research.

These three cities, as well as the cities and communities in the surrounding areas, offer a mix of suburban, urban, and rural living, combined with access to an outstanding array of civic, cultural, and athletic events. Outdoor enthusiasts will be thrilled with the area's comfortable climate and easy access to both mountains and sea. Food lovers will appreciate access to a thriving Triangle restaurant scene often profiled in national media.

More affordable living than many metropolitan areas and host to many vibrant businesses, the Triangle area is part of the reason North Carolina was voted #1 by Forbes as the "Best State to Do Business." Often ranked high on lists of best places to live, the Triangle area offers beauty, diversity, and interest for residents and visitors alike. For more information, see: <http://www.workinthetriangle.com/>.

How to Apply

Interested applicants, please send **resume, cover letter and three references** to executivesearch@northcarolina.edu. For priority consideration, please apply by **October 19, 2020**.

The NCSEAA/UNC System Office is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.