



**Peabody Institute of The Johns Hopkins University
Director of Financial Aid
Baltimore, MD**

[Peabody Institute](#) is seeking a Director of Financial Aid who will supervise the daily operations of the Office of Financial Aid at Peabody, providing customer service and guidance to students and their families throughout the financial aid application process. Reporting to the Peabody Executive Director of Enrollment Management, the Director is responsible for determining a student's eligibility for aid, following institutional, federal and state guidelines. The Director will work closely with the Enrollment Management team to award and steward Peabody merit scholarship and need-based grant aid, review and respond to financial aid appeals, conduct workshops and presentations for students and parents, and interface with the Hopkins Financial Aid Shared Services Team ([Student Enrollment and Account Management, SEAM](#)) on all matters related to the administration of Title IV financial aid. This position coordinates front line contact for internal and external customers regarding questions related to financial aid, and works with other student service areas to ensure a high level of customer service. The Director of Financial Aid will work closely with the University Financial Aid Compliance and Shared Services team to ensure all aspects of Title IV processing are conducted and align with established guidelines, systems and procedures. The position supervises two additional Financial Aid Administrators, and receives direction from the Director of Financial Aid Shared Services on all matters related to Title IV Federal Aid processing. This position will have a dotted reporting line to the Johns Hopkins Associate Vice Provost for Financial Aid.

Specific Duties & Responsibilities:

Supervise the Peabody Financial Aid Office

The Director of Financial Aid is responsible for management and daily oversight of the Financial Aid Office and staff at Peabody. This includes but is not limited to ensuring all financial aid staff are adequately trained and knowledgeable about office policies and procedures, establishing strategies for managing high volume periods, working collaboratively with key campus partners, including University Financial Aid Shared Services & Compliance, Admissions, Student Billing, Registration, Advising, Student Life and IT to enhance the student experience.

Manage Internal and External Scholarship Programs

The Director of Financial Aid is responsible for the management, stewardship and daily

oversight of all scholarship programs. This includes but is not limited to promoting scholarship opportunities, reviewing gift agreements, matching students to donor funded awards, coordinating external sources of aid with Peabody grant funds, renewing scholarships for continuing students, ensuring staff are adequately trained and knowledgeable about scholarship programs, developing and maintaining scholarship related policies and procedures, and liaising with Development and Alumni Relations.

Coordinate Student Financial Aid Packaging Process

The Director of Financial Aid is responsible for coordinating the financial aid review process associated with determining financial aid eligibility of aid from all sources for new and continuing students. This includes merit scholarships and need-based grants, as well as state, private and federal student aid. The Director will analyze the financial need of students using Federal and Institutional Methodologies (IM), exercising professional judgment when warranted, and make recommendations on appeals to the Enrollment Management team. The Director will work directly with students and families, and have a clear and comprehensive understanding of Federal Title IV and State regulations.

Title IV Processing & Financial Aid Shared Services

In close coordination with the Director of Financial Aid Shared Services, the Director of Financial Aid will process Title IV aid. They will be involved in verification, loan processing, reconciliation, and Return to Title IV Refunds for a portion of the Peabody students in accordance with the policies, procedures and standards established by the Director of Financial Aid Shared Services.

Campus Based Aid

The Director of Financial Aid will provide comprehensive oversight and management of the FSEOG and Federal Work-Study (FWS) programs, including community service funds reconciliation, and will work in close partnership with the Peabody student employment and career services office.

Special Knowledge, Skills, or Abilities:

- Experience with detailed knowledge of federal, state and institutional financial aid regulations, with direct experience in assessing financial need for institutional financial aid programs using institutional methodology (IM) preferred.
- Experience in managing/stewarding scholarship programs.
- Exceptional written and oral communication skills; strong student based counseling experience.
- Ability to follow-through with policy and procedural implementations and affect beneficial change at all levels of the organization.
- Demonstrated experience in analyzing and recommending significant improvements in departmental operations.
- Leadership skills, and familiarity with the stewardship and support of scholarship programs is required. Knowledge of highly selective college or university settings where some form of institutional methodology is preferred.
- Strong conceptual, logical, and problem-solving abilities.

- Committed to the principles of access and diversity and providing the best customer service and student support experience to families.
- Ability to thrive in a fast-paced environment where expectations for performance and productivity are high.
- Possessing a good eye for detail.
- Ability to work without direct supervision.
- Ability to partner cross-functionally with other departments.
- Demonstrated ability to establish and meet objectives within limited time frames and under tight deadlines.
- Candidates must possess unquestioned personal and professional ethical standards.
- Highly valued qualities include innovative thinking, technological vision, and ability to work collaboratively.
- An experienced PowerFAIDS user is preferred.

Qualifications

A Bachelor's Degree is required, with at least five years of direct experience managing federal, state, and institutional programs within a college or university setting, or other related experience is required. Prior supervisory experience is also required. Additional education may substitute for experience to the extent permitted by the JHU equivalency formula. A Master's Degree is preferred.

JOHNS HOPKINS UNIVERSITY

Johns Hopkins University is America's first research university founded with the goal to encourage research and advance not only the knowledge of its students but human knowledge in general. The University was established in 1876 by Johns Hopkins, Baltimore's greatest philanthropist who willed his \$7 million estate to fund the university and the Johns Hopkins Hospital.

Johns Hopkins' 6,500 faculty and 26,000 students study, teach, and learn in and across more than 260 programs regularly recognized as being among the nation's best. . Johns Hopkins is the leading U.S. academic institution in total research and development spending. In fiscal year 2017, the University performed \$2.562 billion in medical, science, and engineering research. It has ranked number one in higher education research spending for the 39th year in a row according to the National Science Foundation.

Johns Hopkins University comprises the following ten academic divisions: the Peabody Institute located in the historic Mt. Vernon area of downtown Baltimore; the Carey Business School located in the Inner Harbor area; The Zanvyl Krieger School of Arts and Sciences, G.W.C. Whiting School of Engineering and the School of Education located on the Homewood Campus in Baltimore, MD; the School of Medicine, the Bloomberg School of Public Health and the School of Nursing located in East Baltimore; the Paul H. Nitze School of Advanced International Studies in Washington, D.C.; the Applied Physics Laboratory in Laurel, Maryland; and a new School of Government and Policy in Washington, DC.

PEABODY INSTITUTE

The Peabody Institute of The Johns Hopkins University comprises both the degree-granting Peabody Conservatory and the community-facing Peabody Preparatory, empowering musicians and dancers from diverse backgrounds to create and perform at the highest level. Courses of study range from classical and jazz performance, music education, composition, and dance to cutting-edge programs in acoustics, recording arts and sciences, computer music, and music for new media, taught by world-renowned faculty. The Conservatory's signature [Breakthrough Curriculum](#), is a career development framework that prepares citizen-artists to help shape the future of the field and serve their communities.

Founded in 1857 and affiliated with Johns Hopkins University since 1977, Peabody is the oldest conservatory in the nation and has a storied history. Over the years, its landmark buildings have seen artists such as Peter Tchaikovsky, Anton Rubinstein, Igor Stravinsky, Nadia Boulanger, and Leonard Bernstein traversing its hallways. It counts André Watts, Philip Glass, James Morris, Hilary Hahn, Cyrus Chestnut, and Tori Amos among its illustrious alumni.

Building on its rich history, Peabody extends the power of the performing arts and robust artistic training throughout the greater Baltimore community and around the world. Current Conservatory faculty includes leading artists such as Marin Alsop, Manuel Barrueco, Thomas Dolby, Richard Goode, Sean Jones, Marina Piccinini, and Pulitzer Prize winning composers Kevin Puts and Du Yun.

Peabody is in the midst of a stimulating period of growth, and is leading the way in adapting to the changes in the American and international performing arts landscape. Since the launch of the Breakthrough Plan in 2015, Peabody has enjoyed strong growth and progress across its key strategic initiatives. Over the course of this plan, enrollment has increased 43% to over 800 students in Fall 2023, new programs have been launched in Dance and Music for New Media, while programs at the intersection of technology and the arts such as Computer Music have more than doubled in size. Simultaneously, with the launch of the Breakthrough Curriculum and [LAUNCHPad](#), Peabody has been a leader in rethinking and contemporizing the training of artists in the 21st century as it has been leading the field through symposiums like "The Next Normal" convenings around issues critical to the performing arts. As part of one of the world's great research universities and medical institutions, Peabody is also taking a leading role in the field of performing arts medicine, advancing important initiatives in both arts-in-healthcare and clinical care for performing artists.

Financial Aid at the Peabody Conservatory:

Ninety percent of incoming students are recipients of scholarships and financial aid, and beginning in fall 2024, Peabody meets 100% of need for all eligible domestic undergraduate students (U.S. citizens, Permanent Residents of the U.S., and undocumented and DACA students) with no-loan financial aid packages while continuing their competitive merit scholarship program for all students, including international and graduate students. Peabody is the largest - and one of the few - conservatories in the U.S. to make the commitment to meeting full financial need.

“Our investment in undergraduate financial aid will expand access to a world-class education in classical music, dance, jazz, the recording arts, and other innovative programs to exceptionally talented students from a diverse range of socioeconomic backgrounds, regardless of their financial circumstances. Countless aspiring young performing artists will realize a new opportunity to pursue their dreams, unencumbered by student loan debt, and make an impact as citizen artists and leaders in the world.”

Dr. Fred Bronstein, Dean of Peabody Institute

Strategic Planning:

Since 2015 the Peabody Institute has been repositioning itself in the world of performing arts conservatories, in its home community of Baltimore, and within the multi-faceted framework of the renowned Johns Hopkins University. Peabody is in a stimulating period of growth, focused on excellence, innovation, and leading the way in adapting to and fostering changes in the American and international performing arts landscape. Please visit [Breakthrough Plan 2024](#) for more information.

The Mission of the Peabody Institute:

To elevate the human experience through leadership at the intersection of art and education.

Core Values:

- **Learning:** Rise to every challenge in continual pursuit of improving skills and aptitude
- **Impact:** Create and lead art, culture, and community
- **Respect:** Understand and appreciate the traditions and practices of artistry
- **Innovation:** Break new ground in arts and education
- **Equity:** Foster a culture of belonging that is diverse and inclusive with support to meet the needs of all
- **Entrepreneurship:** Develop the resilience, adaptability, and skills to curate the integration of art and life

Diversity, Equity, and Inclusion:

The Peabody Institute is fully committed to creating and sustaining a culture of [diversity, equity, and inclusion](#) by acknowledging, embracing, and engaging diverse identities, perspectives, traditions, and experiences across all of its programming and audiences. By making diversity one of the five central pillars of the strategic Breakthrough Plan, Peabody has defined for itself a goal of leading change across the performing arts industry.

COMPENSATION AND BENEFITS

The Director of Financial aid position is full-time, exempt status, with an average of 37.5 hours per week. The location is on-campus at the Peabody Institute, with hybrid options. Starting salary range: \$95,000- \$125,000 annually (commensurate with experience). The referenced

salary range is based on Johns Hopkins University's good faith belief at the time of posting. Actual compensation may vary based on factors such as geographic location, work experience, market conditions, education/training and skill level. The successful candidate(s) for this position will be subject to a pre-employment background check.

Johns Hopkins offers a total rewards package that supports employees' health, life, career and retirement. More information can be found here: <https://hr.jhu.edu/benefits-worklife/>.

TO APPLY

[NES](#), a higher education search firm specializing in enrollment management searches, is assisting the Peabody Institute of The Johns Hopkins University in their search for a Director of Financial Aid. To arrange for a confidential conversation or to nominate someone for this position, please contact Robin Reynders (robin.reynders@nessearches.com), Betsy Gingerich (betsy.gingerich@nessearches.com) or Mary Napier (mary.napier@nessearches.com). To apply, send 1) a resume, 2) a detailed letter regarding your interest in the Executive Director position at the Peabody Institute of The Johns Hopkins University, and 3) contact information for five professional references by email to: peabody@nessearches.com. The priority deadline is July 15. The expected start date will be in the fall of 2024. All applications and nominations will be considered confidential, and notice will be given before references are contacted.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

