



12-18-1980

Memo: Announcement of Position Opening for Associate Director of Financial Aid

Commission for Blacks

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Commission for Blacks, "Memo: Announcement of Position Opening for Associate Director of Financial Aid" (1980). *Faculty and Staff Reports and Communications*.
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THE UNIVERSITY OF TENNESSEE
KNOXVILLE 37916
OFFICE OF ADMISSIONS AND RECORDS

FINANCIAL AID
301 STUDENT SERVICES BUILDING

December 18, 1980

M E M O R A N D U M

TO: Mr. Howard Lumsden
Dr. John Morrow
Dr. Madge Phillips
Dr. Lawrence DeRidder

FROM: John E. Maxson
Director of Financial Aid

SUBJECT: Announcement of Position Opening

Attached is an announcement for a position opening for Associate Director of Financial Aid. I would appreciate your soliciting qualified candidates for consideration of this opening.

If additional information is required concerning this position, please contact me.

JEM:eo

cc: Dr. Howard Aldmon
Dr. John J. McDow

attachment

THE UNIVERSITY OF TENNESSEE
KNOXVILLE 37916
OFFICE OF ADMISSIONS AND RECORDS

FINANCIAL AID
301 STUDENT SERVICES BUILDING

ANNOUNCEMENT OF POSITION OPENING

POSITION: Associate Director of Financial Aid
Office of Admissions and Records
The University of Tennessee
Knoxville, Tennessee 37916

STARTING DATE: February 16, 1981

SALARY: Competitive and commensurate with qualifications and experience.

APPLICATION FILING DATE: January 23, 1981

NATURE OF POSITION:

Responsible for coordination of institutional, state, and federal financial programs at a comprehensive university. Responsibilities will include: the supervision of financial aid employees, general office management, overseeing awarding procedures and assisting in preparing budgets and special reports.

QUALIFICATIONS AND EXPERIENCE:

B.S. Degree required; Master's Degree desirable. Knowledge and experience in financial aid programs. Experience in personnel supervision and management within a unit of a college or university.

APPLICATIONS: Applicants should send material to:

Mr. John E. Mays
Director of Financial Aid
The University of Tennessee
Knoxville, Tennessee 37916

Application materials should include:

- (1) Complete resume of education and experience.
- (2) List of at least three references (complete with addresses and telephone numbers) that may be contacted.
- (3) Cover letter indicating the individual is applying for the position and any additional information the applicant wishes to provide.

AFFIRMATIVE ACTION:

The University of Tennessee, Knoxville does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.

UTK does not discriminate on the basis of sex or handicap in the education programs and activities when it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318; and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning Title IX and Section 504 should be directed to the Office of the Vice Chancellor for Planning and Administration, 519 Andy Holt Tower, 974-4391. Charges of violation of the above policy should also be directed to the Office of the Vice Chancellor for Planning and Administration.

December 17, 1980