

**Sauk Valley Community College
June 30, 2025**

Action Item 4.5

Topic: **Administrative Appointment – Dean of Student Services**

College Health Metric: **Academics – The College provides quality, contemporary, and relevant educational opportunities to the community.**

Presented By: **Drs. David Hellmich and Jon Mandrell**

Presentation:

The administration has been in the process of hiring the Dean of Student Services. The position was advertised internally online on Sauk Valley Community College's website. The College received seven applicants. One candidate was invited for an on-campus interview. A committee was composed of Mandy Aldridge, Riley Gober, Isaac Newman, Meagan Rivera, Ana Salgado, Michael Stevenson, Eric Valdez, and Jessica Wilkin. Dr. Jon Mandrell, Vice President of Academics and Student Services, served as Chair.

Academic Background: Jennifer Schultz received her Master's in Leadership and Management from Western Governors University and her Bachelor's degree in Behavioral Science from National Louis University.

Professional Background: Jenn has been with SVCC for 17 years, starting in July of 2008 as a Financial Assistance Specialist. In 2015, she was promoted to the Director of Financial Assistance and Benefits Navigator.

Recommendation:

The administration recommends the Board approve the appointment of Jennifer Schultz as the Dean of Student Services beginning June 23, 2025, at an annual base salary of \$102,211.20.

Jennifer Schultz



Jennifer.a.schultz@svcc.edu



4/1/2025

Kathryn Snow
Sauk Valley Community College
173 IL. Rt. 2
Dixon, IL. 61021

Dear Kathryn Snow,

I am excited to apply for the Sauk Valley Community College (SVCC) Dean of Student Services position. With a strong background in higher education administration and student services, including my tenure as Director of Financial Assistance at Sauk Valley Community College, I am eager to bring my leadership, policy development, and student support expertise to this new role.

Throughout my career at SVCC, I have been dedicated to fostering student success by overseeing financial aid operations, ensuring compliance with federal and state regulations, and collaborating across departments to enhance student experiences. My role has provided me with a comprehensive understanding of enrollment management, student support services, and the financial intricacies that impact student retention and success. These experiences align closely with the responsibilities outlined for this position.

Managing financial aid services has required me to work closely with admissions, academic advising, and student success initiatives, ensuring a seamless student experience from enrollment through completion. I have developed and interpreted institutional policies to ensure compliance with federal and state financial aid regulations. This skill will translate well into overseeing student welfare policies and the Student Handbook review. I have experience preparing and managing budgets to optimize financial resources for student support services, ensuring fiscal responsibility while maximizing student impact. My work in financial aid has allowed me to advocate for students, helping them navigate financial barriers to education and collaborating with various campus departments to enhance retention and completion rates. Additionally, I have led professional development initiatives for financial aid staff and worked cross-functionally to implement best practices that improve service delivery and student engagement.

Beyond these qualifications, I am passionate about fostering an inclusive, student-centered campus culture. My leadership in professional organizations, including my role as president-elect of Rock Falls Rotary, Vice President of Community Colleges for ILASFAA, and United Way Board Member, reflects my commitment to community engagement and student advocacy.

I welcome the opportunity to discuss further how my experience and skills can contribute to this position. Thank you for your time and consideration in transitioning to this new role.

Best regards,

Jennifer Schultz

Jennifer Schultz



jennifer.a.schultz@svcc.edu

Dynamic and results-driven higher education leader with extensive experience in student services, financial aid, and strategic administration. Committed to advancing student success through policy development, financial empowerment, and inclusive campus initiatives. Skilled in leading high-performing teams, optimizing student support services, and ensuring seamless compliance with federal and state regulations.

EDUCATION

Master of Science in Management and Leadership
Western Governors University
Salt Lake City, Utah
10/2023 to 08/2024

Bachelor Science in Behavioral Science
National Louis University
Chicago, IL
06/2012 to 07/2013

Associate in Elementary Education
Sauk Valley Community College
Dixon, IL
06/2006 to 05/2008

WORK EXPERIENCE

Financial Aid Director

05/2015 to Present
Sauk Valley Community College
173 IL. Rt. 2 Dixon, IL 61021

- Lead and mentor the financial aid office, managing a dedicated team that provides critical financial support to students through scholarships, grants, loans, and work-study opportunities.
- Drive strategic initiatives to enhance financial aid literacy, offering workshops and personalized counseling to improve student satisfaction and financial well-being.
- Ensure compliance with federal and state regulations, overseeing reconciliation processes and maintaining strict adherence to financial aid policies.
- Proactively assist students in navigating financial aid eligibility, disbursement challenges, and academic progress requirements.
- Collaborate with student services departments to strengthen student retention and success. Spearhead financial literacy programs and community outreach efforts, empowering students and families with the knowledge to make informed financial decisions.

Financial Aid Advisor

07/2008 to 05/2015
Sauk Valley Community College
173 IL. Rt. 2 Dixon, IL 61021