Assistant Director Financial Aid
Tufts University

Job Title	Assistant Director Financial Aid
Department	Financial Aid
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Feb. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20155?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Financial Aid processes in excess of $75M annually to assist students with their financial needs. The Office of Financial Aid provides financial assistance to graduate/professional students seeking various degrees while attending Tufts University School of Medicine and/or Friedman School of Nutrition.

What You'll Do

The Assistant Director is responsible for all aspects of financial aid student loan program administration within an assigned caseload. This individual assists students with the application process, reviews

eligibility, performs needs analysis, and awards aid in compliance with federal and institutional policies. S/he counsels and advises students on process, programs, and financial literacy; conducts financial aid presentations to prospective and enrolled students; assists in the creation and implementation of department policies and procedures and assists with general office support including updating financial aid material.

- Responsible for all aspects of financial aid for assigned caseload of applicants/students. Review applications, perform needs analysis, award aid, certify and monitor loans. Maintain compliance with federal and agency policies.
- Counsel and advise students on financial aid process, programs, financial literacy, etc.
- Conduct financial aid presentations to prospective and enrolled students.
- Assist with general office support including tracking applications, mailing application or award information, updating financial aid office communication materials (e.g. publications, application material, web FAQs, etc.)

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's degree and 2-5 years of financial aid experience.
- Moderate knowledge and understanding of Title IV regulations
- Superior interpersonal, customer service and communication skills (both written and oral); organizational skills; flexibility; the ability to multi-task and work within an industry that is constantly changing; strong public speaking skills; the ability to work independently and effectively within a team environment.
- Intermediate knowledge of Microsoft Office, federal systems (COD, CPS FAA Access, NSLDS) are essential. Experience utilizing video conferencing applications such as Zoom, Webex, Microsoft Teams, for organizational and/or counseling purpose.

Preferred Qualifications:

- Experience with health profession students; PeopleSoft, Powerfaids. Extensive knowledge of Title VII regulations; William D. Ford Direct Loan Program; loan counseling and loan repayment options preferred.
- Experience working independently in a remote capacity is preferred

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Pay Range

Minimum $52,600.00, Midpoint $65,750.00, Maximum $78,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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