

Associate Director, Student Aid Services, Office of
Financial Aid and Scholarship Services
Kean University

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Downloaded On: May. 14, 2021 7:33am

Posted Mar. 29, 2021, set to expire Jul. 29, 2021

Job Title	Associate Director, Student Aid Services, Office of Financial Aid and Scholarship Services
Department	
Institution	Kean University Union, New Jersey
Date Posted	Mar. 29, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Admissions/Financial Aid

Apply By Email

Job Description

External Applicant Instructions

Please upload your resume/CV for automatic population of information to your Kean application. Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.

In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.

Office of Financial Aid and Scholarship Services

Associate Director, Student Aid Services

The Associate Director, Student Aid Services (Associate Director III) reports to the Director and assists in the administration and management of the Office of Financial Aid; provides direct operational support to the Director; ensures that all financial aid functions are performed following State and



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Federal guidelines; and performs related work as required. The Associate Director manages projects and financial aid counselors and trains counselors on best practices in aid, while being student and customer service-focused. The Associate Director will act with the authority of the Director in their absence to ensure that office operations are maintained without disruption. This position requires travel and a flexible schedule including evening and weekend hours.

The Associate Director is a key member of the enrollment services team who works in collaboration with other managers within the division to provide essential student support services and customer service excellence to prospective and current Kean University students, families and alumni.

This is not a remote position and physical presence is required on campus three days per week or as determined by the Supervisor. Positions require working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any procedures/protocols created through additional correspondence. The employee must have the ability to wear a face covering for the duration of the work day during the COVID pandemic or as determined by university protocol.

Qualifications: Bachelor's degree from an accredited college and two years of professional experience in a financial aid office is required. Colleague/Datatel experience is preferred. Excellent customer service skills and oral and written communication skills are essential.

Candidacy review begins immediately and continues until appointment is made. Please submit your cover letter, resume/CV and contact information for three professional references. Official transcripts for all degrees are required prior to the starting date of employment.

Additional Information

Kean University complies with the New Jersey First Act (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our Reasonable Accommodations Policy & Procedures.

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both



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values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

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

Contact

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