

Senior Associate Director, Financial Aid
Tufts University

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Posted Apr. 10, 2024, set to expire Dec. 31, 2024

Job Title	Senior Associate Director, Financial Aid
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 10, 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/20378?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Financial Aid administers financial aid and student employment for all undergraduate and graduate students across the Tufts University School of Arts and Sciences, School of Engineering, and School of the Museum of Fine Arts at Tufts. The financial aid staff provides personalized counseling and support to students and families throughout the financial aid process. The Office of Financial Aid is part of the Student Services division and works closely with the Office of Admissions to support prospective and enrolled students.

What You'll Do

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The Senior Associate Director of financial aid provides advanced expertise and oversight of financial aid programs, manages daily office operations, and provides leadership and supervision to staff. The Senior Associate Director will also handle the below duties:

- Partners with another Senior Associate Director and the Director to develop long term and strategic plans
- Leads financial aid projects and initiatives and provides oversight in design and delivery of financial aid presentations and communications
- Maintains a client caseload of students for advising and manages specific loan programs

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 8+ years of financial aid experience
- Comprehensive understanding of federal regulations and policies
- Experience with Microsoft Office, financial aid system software, and student information systems
- Excellent communications and public speaking skills are required to clearly convey complex information

Preferred Qualifications:

- Master's Degree
- Experience with PowerFaid
- Familiarity with funding for non-traditional programs and expert knowledge of governing regulations

Special Work Schedule Requirements:

Additional evening and weekend hours during peak periods and occasional travel may be required. This is a hybrid position that is expected to be on campus at least 2 days each week.

Pay Range

Minimum \$76,900.00, Midpoint \$96,150.00, Maximum \$115,400.00

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



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Contact Information

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

Contact

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