

Associate Director of Financial Aid - School of Arts and
Sciences
Tufts University

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Posted Apr. 30, 2024, set to expire Dec. 31, 2024

Job Title	Associate Director of Financial Aid - School of Arts and Sciences
Department	Office of Financial Aid
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 30, 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/20437?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.

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What You'll Do

The Associate Director is responsible for overseeing financial aid programs for graduate students, managing day-to-day office operations, providing leadership to staff, and maintaining a client caseload of graduate students in Arts and Sciences, the School of Engineering and the Fletcher School of Law and Diplomacy. The Associate Director will handle the below duties:

- Manage specific loan programs from origination to disbursement, triaging problems and creating work plans to meet timelines
- Responsible for all system set-up to ensure the Financial Aid Counselor they supervise can counsel and advise students about the application process, review eligibility, perform needs analysis, award aid, and certify loans in compliance with federal and institutional policies
- Assist in the development of short- and long-term plans and office policies and procedures, including extensive work with colleagues in Admissions, Student Services, the Bursar, and academic departments
- Train new staff and may delegate and monitor the work of others
- Lead financial aid projects
- Conduct financial aid presentations to prospective and enrolled graduate students

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by 5+ years of financial aid experience and a Bachelor's Degree
- Comprehensive understanding of federal regulations and policies
- Experience in 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:



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- A Master's Degree, experience with PowerFaid, familiarity with funding for non-traditional programs and expert knowledge of governing regulations are preferred.

Special Work Schedule Requirements:

This is a hybrid position expected to work two days in person and, if desired, up to three days from home during most weeks. Additional evening and weekend hours during peak periods and occasional travel may be required.

Pay Range

Minimum \$70,000.00, Midpoint \$87,550.00, Maximum \$105,100.00

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