

Assistant Director of Financial Aid
Stevens Institute of Technology

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Posted Jul. 10, 2024, set to expire Nov. 9, 2024

Job Title Assistant Director of Financial Aid

Department Office of Financial Aid

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jul. 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://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Financial-Aid_RQ28173

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Job Description

The Office of Financial Aid at Stevens plays a crucial role in supporting the university's mission by providing comprehensive financial assistance and guidance to our diverse student body. We are dedicated to ensuring that students and their families have access to the financial resources necessary to achieve their educational goals. As the **Assistant Director of Financial Aid**, you will be an integral part of this dynamic team, reporting directly to the Senior Associate Director of Financial Aid for Student Services & Recruitment.

Duties and Responsibilities:

- Counsel students and families on all aspects of financial aid and financial planning.
- Revise existing awards to reflect changes in eligibility or allowable budget adjustments.

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- Exercise professional judgment to adjust a student's application for documented, qualifying special circumstances.
- Review applications and determine financial aid awards for new and returning students.
- Manage and reconcile institutional endowed and private scholarship awards.
- Perform Title IV verification, professional judgment reviews, and dependency overrides.
- Conduct Return of Title IV funds calculations and related tasks.
- Utilize federal database applications, including FAA Access to CPS Online, COD, NSLDS, and ED Express.
- Proficiently use common personal computer applications including MS Outlook, Excel, Word, and PowerPoint.
- Work evening and weekend hours as required.
- Perform other duties as assigned.

Qualifications:

- **Experience:** 2-4 years in a Financial Aid Office.
- **Education:** Bachelor's Degree required.
- **Skills:**
 - Dedicated to providing quality service to students and families.
 - Comfortable in an automated, multi-tasking, detail-oriented role.
 - Strong problem-solving skills.
 - Experience managing at least one financial aid program.
 - Comprehensive knowledge of federal and state financial aid regulations.
 - Excellent computer skills and proficiency in task management and communication.
 - Strong interpersonal, organizational, analytical, oral, and written communication skills.

Stevens Institute of Technology is a private, selective university located on a scenic 55-acre campus on the Hudson River in Hoboken, New Jersey, easily accessible from northern and central New Jersey and New York City. Established in 1870, Stevens offers baccalaureate, masters, and doctoral degrees in engineering, science, computer science, business, and management. The university enrolls more than 3,659 undergraduates and 3,624 graduate students. We offer an excellent benefits package, including tuition remission for employees and family members.

Visit our website at: <http://www.stevens.edu>

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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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