

Assistant Director of Financial Aid
Tufts University

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director of Financial Aid
Department	Office of Financial Aid
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 22, 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/20723?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 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 Assistant Director of Financial Ad is responsible for all aspects of financial aid administration within an assigned caseload. The Assistant Director will:

- Assist undergraduate students and families with the application process
- Determine eligibility, performs need analysis, and awards aid in compliance with federal, state, and institutional regulations
- Provide financial aid counseling to undergraduate students and families
- Conduct financial aid presentations to prospective and enrolled students
- Collaborate with other departments to support student success, recruitment, retention, and degree completion

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- Minimum of 2 years of experience in financial aid administration, student service or college access programs
- Excellent communication skills, both written and verbal, with the ability to interact effectively with diverse student populations and their families
- Familiarity with financial aid management software and systems

Preferred Qualifications:

- Solid working knowledge of basic financial concepts
- Experience supporting multiple supervisors strongly

Special Work Schedule Requirements:

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

Pay Range



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Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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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