

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

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Posted Sep. 17, 2024, set to expire Jan. 30, 2025

Job Title	Director of Financial Aid - School of Arts and Sciences
Department	Office of Financial Aid
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Admissions/Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20944?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 & 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

Reporting to the Associate Dean of Financial Aid, the Director of Financial Aid manages the Student Financial Services department on the Medford campus and is responsible for overseeing the

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administration of over \$150 million in federal, state, and institutional financial aid funds. This leadership role involves:

- Managing the Office of Financial Aid
- Ensuring compliance with all relevant regulations
- Providing strategic direction to enhance financial aid services for current and prospective students
- Collaborate with various departments to ensure that students receive the support they need to achieve their educational objectives

A commitment to diversity and inclusion, a strong sense of empathy and compassion, a genuine interest in collaborating with colleagues, and a student-centered approach to financial services is essential.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- 8+ years of experience in financial aid administration, with at least 3 years in a supervisory/leadership role
- Proficiency in financial aid software systems, preferably PowerFaid, and student information systems
- Extensive knowledge of federal and state financial aid regulations and compliance requirements
- Strong analytical, organizational, and decision-making skills
- Excellent communication and interpersonal skills, with a commitment to customer service
- Demonstrated commitment to diversity, equity, and inclusion in higher education

Preferred Qualifications:

- Master's degree, preferably in Higher Education Administration or related field
- Experience with Undergraduate and Graduate financial aid
- Ability to manage multiple priorities and work effectively in a fast-paced environment



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Pay Range

Minimum \$125,950.00, Midpoint \$157,500.00, Maximum \$189,000.00

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