

Assistant Director Financial Aid
Tufts University

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Posted Nov. 22, 2024, set to expire Apr. 6, 2025

Job Title	Assistant Director Financial Aid
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 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/21166?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Division of Student Services within the School of Dental Medicine is comprised of the Admissions Office, Office of Enrollment Services and Student Affairs Office. The division is responsible for providing student-related services to approximately 1000 students enrolled in pre- and post-doctoral education programs at TUSDM. The Office of Enrollment Services is comprised of the Financial Aid Office and the Registrar's Office. The Financial Aid Office is responsible for the administration of federal, state and private financial aid programs within TUSDM. During FY24, the Financial Aid Office administered approximately \$120 million in loans, grants and scholarships for approximately for 87% of dental students. Approximately 90% of students enrolled in the DMD program receive financial aid in the form of student loans and the majority of these students will accumulate debt in excess of \$400,000 over their 4-year program. In addition to administering financial aid programs, the Financial Aid Office provides extensive counseling to students seeking financial assistance and plays a key role in

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providing students the necessary tools to manage their student loan debt both while enrolled in school and as they transition to dental practitioner.

What You'll Do

The Assistant Director of Financial Aid is responsible for the coordination of all federal, university and private financial aid for approximately one half of the student population which totals approximately 1000 full-time graduate/health professions students. Responsibilities include but are not limited to the following:

- Reviewing financial aid applications and determining financial need using both institutional and federal methodology formulas.
- Packaging aid for caseload in accordance with federal and school policies.
- Counseling prospective and currently enrolled students on the financial aid application process, available financial aid programs, financial literacy, budgeting and student loan debt management.
- Processing of federal, institutional and private education loans to ensure timely disbursement of funds to student accounts.
- Assisting with management of disbursement rosters to report/release financial aid funds to student accounts and COD, and resolving systems errors related to disbursement and financial aid electronic records.
- Providing support in the creation and implementation of Financial Aid Office policies and procedures.
- Upholding compliance of federal regulations and institutional policies.
- Working with other offices and organizations within and outside the university to support financial aid efforts and compliance.
- Aiding in the coordination and planning of daily office activities and annual projects to support both Enrollment Services and Student Services Division.
- Contributing to the preparation and delivery of presentations on financial aid-related topics for Student Services Division initiatives.
- Assists in coordinating communications from the Financial Aid Office to the dental student population.
- Review and Maintain the Financial Aid Office website content.
- Other duties assigned by the Senior Associate Director of Financial Aid as well as the Director of Enrollment Services.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's Degree.
- At least 2 years of Financial Aid experience working directly within a Financial Aid Office, including comprehensive knowledge of Federal Student Financial Aid regulations.
- Familiarity with studentaid.gov, Box, financial aid management system, familiarity with Microsoft Office suite.

Preferred Qualifications:

- Experience working in PowerFAIDS, PeopleSoft Student Information Systems, COD, NSLDS, CPS/FPP, ELM and social media helpful.

Special Work Schedule Requirements:

This job involves responsibilities that are performed in a hybrid working environment.

Pay Range

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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