

Assistant Director of Financial Aid (4527U), Haas School
of Business - 76763
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254193>

Downloaded On: Apr. 8, 2025 12:14am

Posted Mar. 7, 2025, set to expire Jul. 1, 2025

Job Title	Assistant Director of Financial Aid (4527U), Haas School of Business - 76763
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself](#). These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 03/19/2025.

Responsibilities

Involves analyzing students' level of need and eligibility for financial aid to allocate financial aid awards and advise students on obtaining aid. Interprets financial aid regulations, analyzes student data, and implements procedures to ensure regulatory compliance and timely delivery of financial aid.

- Analyzes a variety of factors (financial data, family circumstances, social background, academic status, educational goals) and applies knowledge of federal, state, University, and outside

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agency laws, regulations, and policies to determine students' eligibility for various types of financial aid.

- Identifies available resources and unmet needs to determine appropriate allocation of aid awards for individual students.
- Coordinates with other UC departments to implement and evaluate student-focused activities, programs, and services.
- Advises departments on existing financial aid procedures, resources, and options available. Recommends changes in financial aid policy or procedures to benefit specific student groups, e.g., Disabled Student Program.
- Coordinates, implements, and evaluates yield and retention activities for targeted student groups. Recommends changes or development of new activities.
- Analyzes exception reports of students whose aid packages could not be handled by automated programming and determines action needed to resolve issues and complete aid allocations for these students.
- Participates on standing department committees to provide advice on procedural issues.
- Coordinates, implements, evaluates, and reports on government, agency, or donor aid programs. Consults with external agencies on procedural issues or individual student's eligibility.
- Interprets regulations and develops or recommends procedures to ensure compliance and accurate aid delivery.
- Reconciles large volumes of student data from multiple sources. Identifies and resolves mismatches and errors.
- Identifies and implements database elements, queries, and reports needed to monitor aid programs. Analyzes reports to resolve id allocation problems.
- Provides individual counseling on non-routine, sensitive aid issues to diverse groups including traditionally underserved communities.
- Exercises professional judgment to authorize changes in financial aid award.
- Coordinates and creates content for outreach services to prospective students, parents, and the general public.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing

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University sponsored certifications & training sessions (I.e: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.

- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Working knowledge of policies, regulations, and practices for awarding financial aid; specialized knowledge of particular programs.
- Working knowledge of and/or can quickly learn University policies, processes, and procedures.
- Working knowledge of advising and counseling techniques.
- Ability to interpret policies and develop procedures to ensure compliance.
- Problem identification, critical thinking, and problem-solving skills; judgment and decision-making ability.
- Ability to calculate financial aid with attention to detail and accuracy.
- Organizational skills and ability to prioritize work and meet deadlines.
- Strong written and verbal communication skills. Active listening skills. Possesses strong customer service orientation skills.
- Strong ability to assess processes and implement improvements.
- Strong proficiency with standard office software as well as internet and email applications.
- Working knowledge of and/or can quickly learn common University-specific computer application programs.
- Experience using complex databases.
- Ability to define specifications for database programming.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$66,700.00 - \$91,600.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make

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employment contingent upon successful completion of the background check.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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