

**Senior Associate Director of Financial Aid for Operations
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=259995>

Downloaded On: Jul. 22, 2025 2:52am

Posted Jul. 21, 2025, set to expire Aug. 4, 2025

Job Title	Senior Associate Director of Financial Aid for Operations
Department	Financial Aid
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 21, 2025
Application Deadline	07/18/2026
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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Senior Associate Director of Financial Aid for Operations

Position Information

Position Title: Senior Associate Director of Financial Aid for Operations

Department: Financial Aid

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57954>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The **Financial Aid Office** is seeking a **Senior Associate Director of Financial Aid for Operations** in Financial Aid to oversee daily operations. They will develop priorities and goals while supporting objectives and the mission of the Financial Aid Office, Vice Provost for Enrollment Management and the University at Buffalo. They will assist the Director of Financial Aid with estimating long-range needs for financial aid resources and submit applications to federal, state and other granting agencies as appropriate. They are responsible for the overall administration of the financial aid operations unit and the customer service unit in accordance with federal and state regulatory requirements and institutional policies and procedures. They would manage work flow and resource management and staff training and development. They will provide financial aid assistance and counseling to students, parents and staff on the phone, via email and in person on an as needed basis.

The Senior Associate Director of Financial Aid for Operations will:

- analyze federal and state regulatory requirements for the development and implementation of institutional policies and procedures
- evaluate existing business processes to realize overall efficiencies
- establish and monitor service levels
- goal oriented and professional possessing excellent interpersonal and leadership skills.
- demonstrates the ability to effectively lead and participate in a productive team environment
- provide accurate financial aid policies and procedures to the operations and customer units to ensure accurate information is disseminated to students and parents
- direct the processing of federal grants and loan programs; state grants and scholarship programs
- assist with preparing required reports for the institution, government agencies and private donors
- has the ability to effectively communicate to a diverse group of people with varying skill levels and backgrounds
- supervise professional and clerical staff
- shows the ability to effectively lead and participate in a productive team environment.
- provide financial aid assistance and counseling to students, parents and staff
- lead and participate in office and campus-wide committees

Work Hours:

Monday - Friday

8:30 a.m. - 5:00 p.m.

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Evenings and weekends as needed to meet the business needs. Some travel may be required.

Applicants must be eligible to work within the United States in a full time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelors Degree with 3 years of experience
- Extensive and progressive financial aid experience
- Knowledgeable in state and federal financial aid programs, policies and procedures
- Excellent interpersonal, critical thinking, analytical and customer service skills are essential
- Ability to work as part of a team
- Experience in a supervisory role

Preferred Qualifications

Masters Degree preferred

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Physical Demands

Salary Range

\$80,000 - \$100,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brian Hines

Contact's Pronouns: he/him/his

Contact's Title: Human Resources Officer

Contact's Email: hines@buffalo.edu

Contact's Phone: 716-645-7751

Posting Dates

Posted: 07/18/2025

Deadline for Applicants:

Date to be filled:

Contact Information

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

Contact

N/A

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