

Associate Director of Financial Aid, Medical Professions
University at Buffalo

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Posted Aug. 14, 2025, set to expire Sep. 11, 2025

Job Title	Associate Director of Financial Aid, Medical Professions
Department	JSMBS Office of Medical Education Wide
Institution	University at Buffalo Buffalo, New York
Date Posted	Aug. 14, 2025
Application Deadline	09/11/2025
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
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Associate Director of Financial Aid, Medical Professions

Position Information

Position Title: Associate Director of Financial Aid, Medical Professions

Department: JSMBS Office of Medical Education Wide

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58507>

Job Type: Full-Time

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Posting Detail Information

Position Summary

As a critical part of the University at Buffalos Financial Aid Office, the **Associate Director of Financial Aid, Medical Professions**, will serve as the primary financial aid contact for students attending Jacobs School of Medicine and Biomedical Sciences (Jacobs School). Reporting to the Jacobs School Director of Student and Academic Affairs with a direct relationship to the University Director of Financial Aid for support with training, compliance, and alignment with university practices, this position will be positioned on the Jacobs School campus and embedded within the Jacobs School Student Services team.

The Associate Director will support the UBs financial aid department in all aspects of aid administration with primary responsibility with the advisement of all Jacobs School students. In addition, the successful candidate will implement a robust advising program designed to ensure compliance with federal, state, and institutional regulations while also ensuring compliance with the Association of American Medical Colleges (AAMC) and the Liaison Committee on Medical Education (LCME) financial aid advising standards.

The Associate Director will also participate in recruitment initiatives, outreach programs, orientation, retention work, as well as debt management activities. This role will work collaboratively with colleagues in adjacent offices at UB Jacobs School to provide additional guidance on Jacobs School support services, helping students navigate additional resources, as necessary. Some evenings and weekend hours will be required.

As Associate Director of Financial Aid, you will:

- Advise Jacobs School students and families on the entire financial aid process, funding options, and annual costs.
- Serve as the main financial aid advisement point of contact with Jacobs School students and families via phone, email, online and in-person.
- Evaluate financial aid applications for Jacobs School students to determine aid eligibility.
- Assist with the development and implementation of financial aid policies and procedures.
- Assist with reconciliation of funds and completion of scheduled reports to ensure compliance with federal, state, and institutional financial aid regulations.
- Interpret complex financial aid requirements and regulations and effectively communicates how those apply to individual student circumstances.
- Determine student eligibility for federal, state, and institutional financial aid programs.

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- Use professional judgment to interpret regulations, policies, and procedures and how they apply to financial need, budgets, or other items to determine needed changes appropriate to individual student aid packages.
- Identify and implement debt management strategies and assists with debt management activities including entrance and exit loan counseling.
- Support Jacobs School student recruitment and retention efforts by preparing and/or presenting financial aid sessions/workshops.
- Perform other duties as assigned.

This position is campus based and oce hours are Monday - Friday 8:30 a.m. - 5:00 p.m.; evenings and weekends as needed.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Financial Aid department serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The mission of the University at Buffalos Financial Aid Office is to facilitate access to education, actively contributing to the recruitment and retention endeavors of the university. We are dedicated to fostering an inclusive environment by providing essential financial support to students. Our commitment extends to ensuring compliance with federal, state, and institutional regulations, thereby upholding the integrity and ethical standards of our financial assistance programs. Through these efforts, we aim to empower students to pursue their educational aspirations and contribute to the long-term success of our university community. For further information, please visit us at:

<https://www.buffalo.edu/1capen.html>

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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Minimum Qualifications

- Bachelors Degree
- Three years of related experience

Preferred Qualifications

- Masters Degree or PhD preferred
- Five years of related experience

Physical Demands

Salary Range

\$65,000 - \$75,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brendan Tom

Contact's Pronouns: he/him/his

Contact's Title: Director of Human Resources, Jacobs School of Medicine and Biomedical Sciences

Contact's Email: bjtom@buffalo.edu

Contact's Phone: 716-829-2771

Posting Dates

Posted: 08/13/2025

Deadline for Applicants:

Date to be filled:

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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

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