

Assistant Director of Financial Aid
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=269615>

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Posted Dec. 18, 2025, set to expire Jul. 25, 2026

Job Title Assistant Director of Financial Aid

Department Financial Aid

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Dec. 18, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Admissions/Financial Aid

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Financial-Aid_RQ29760

Apply By Email

Job Description

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The Assistant Director of Financial Aid, under the direction of the Senior Director of Financial Aid, provides assistance to prospective and enrolled students and their families in all aspects of the financial aid process, including application, eligibility, and award in accordance with federal, state, and institutional policies. The incumbent must possess excellent knowledge of and demonstrated the ability to administer practices with regard to financial aid in compliance with applicable regulations and policies. The Assistant Director of Financial Aid must also possess excellent interpersonal and oral/written communication skills, relate well to a broad variety of constituencies, and be dedicated to providing high-quality service to all constituencies of the Stevens Community.

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- Counsels students and families regarding all aspects of financial aid and financial planning.
- Revise existing awards to reflect changes in eligibility or allowable budget adjustments.
- Exercise professional judgment in adjusting a student's application to accommodate documented, qualifying special circumstances.
- Reviews applications and determines financial aid awards for new and returning students.
- Manages and reconciles at least one financial aid program, including but not limited to Federal Pell Grant, Federal Direct Loan, Federal Work Study, New Jersey grant and scholarship programs, institutional endowed and private scholarship awards, and private education loans.
- Performs Title IV verification, professional judgment reviews and dependency overrides.
- Performs Return of Title IV funds calculations and related tasks
- Knowledge of federal database applications, including EDConnect, the FAFSA Partner Portal (FPP), Common Origination and Disbursement (COD), National Student Loan Data System (NSLDS) and EDEExpress.
- Knowledge of common personal computer applications including, but not limited to, MS Outlook and MS Office: Excel, Word, and PowerPoint.
- Evening and weekend hours as required.
- Other duties as assigned

Minimum Qualifications:

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- Bachelor's degree
- Two to four years of experience in a financial aid office or related office in the field of higher education
- Deliver excellent customer service
- Experience in managing at least one financial aid program
- Ability to multi-task and quickly shift between tasks
- Strong written and verbal communication skills
- Other duties as assigned
- Knowledgeable about federal and state laws and rules
- General knowledge in MS Office applications
- Ability to work extended hours
- Experience with CollegeBoard PowerFAIDS or a similar financial aid management system

Department

Financial Aid

Compensation Range

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In compliance with the New Jersey Wage Transparency Act, the annual base salary range for this position is \$61,700.00 - \$84,300.00. This range represents the University's good faith estimate of possible compensation at the time of posting. Stevens Institute of Technology determines compensation based on factors including the position's scope and responsibilities, the candidate's experience, education, skills, internal equity, market data, and organizational considerations. The final salary will be set considering departmental budget, qualifications, and relevant credentials. This pay range represents base pay only and excludes additional forms of compensation, such as incentives, stipends, or other applicable pay components. For a full overview of our benefits offerings, please refer to the Stevens Institute of Technology Benefits Guidebook, available at:

[Benefits Guidebook](#)

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

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

Contact