ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Sr. Assistant Director of Student Financial Services

DEPARTMENT: Office of Student Financial Services, Rose Hill

RESPONSIBILITIES:
- Reports to the Director of Compliance.
- Involved in all aspects of financial aid administration including, but not limited to, counseling of students and parents, need analysis, processing of applications, and packaging.
- Responsible for origination, disbursement and reconciliation for the Direct Loan and Pell Grant programs.
- Manages processes including, but not limited to Mid-Year Transfer Monitoring, TAP Posting, and FAFSA /CSS imports.
- Assists with adjustment of financial aid.
- Interacts with other University offices.
- Conducts financial aid and financing presentations.
- Assumes other tasks as assigned.
- Participates in professional development workshops.
- Required to work some evenings and weekends and/or work at the other Fordham campuses.

QUALIFICATIONS:
- Bachelor’s Degree required
- Minimum five (5) years diverse experience in financial aid is preferred.
- Minimum three (3) years’ experience with loan processing.
- Proven administrative and management skills and experience.
- In-depth knowledge of Federal and New York State Financial Aid Programs.
- Knowledge of Microsoft Word and Excel required.
- Knowledge of PowerFAIDS, and Banner Systems is preferred.

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: ffreeman@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.