ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Financial Aid and Enrollment Management

DEPARTMENT: Graduate School of Arts and Sciences (GSAS), Rose Hill

OVERVIEW:
The Assistant Director of Financial Aid and Enrollment Management in the Graduate School of Arts and Sciences reports to the GSAS Associate Dean with additional supervision by the Arts and Sciences Senior Director for Finance and Administration. The Assistant Director collaborates closely with the GSAS Assistant Dean for Academic Programs and Support in support of student financial aid and enrollment issues. The Assistant Director is responsible for the tracking and reporting of GSAS enrollment and tuition revenue, assists with the tuition revenue and scholarship forecasting for the school, and manages the accurate disbursement of financial aid awards, as well as the timeliness and equitable nature of the award process.

RESPONSIBILITIES:
- Tracks and reports on GSAS’s enrollment and tuition revenue from more than 50 doctoral, master’s, and advanced certificate degree programs. Reporting includes forecasting and tracking of new programs and initiatives.
- Maintains and reports on the allocation of tuition scholarships, waivers, and stipends from internal awards, externally funded research assistantships, and endowments.
- Assists in the setting, communicating and review of GSAS merit-funding policies and procedures.
- Manages the allocation of financial aid awards to new students during the GSAS admissions process as well as the renewal of continuing student financial aid awards.
- Coordinates graduate student assignments including graduate assistantships, research assistantships on grant funded projects, and the GSAS Hourly Student Worker program.
- In close partnership with the GSAS Assistant Dean for Academic Programs and Support, manages the accurate and timely disbursement of more than $9MM in tuition scholarships using the Powerfaids system.
- Manages the disbursement of $9MM in graduate student assistantship and fellowship stipends, and supplements including any required paperwork or troubleshooting needed in collaboration with Fordham’s Office of Payroll and/or Accounts Payable.
- Addresses effectively all issues related to the day-to-day financial operations of GSAS and serves as liaison to other University financial offices, including but not limited to Human Resources, Finance, and Procurement.
- Approves, with Dean’s oversight, all fiscal transactions and maintains necessary and accurate accounting records.

QUALIFICATIONS:
- Bachelor’s Degree preferred.
- 3+ years of experience in higher education required.
- Experience in the processing of Accounts Payable requests and managing department budgets desired.
- Superior customer service orientation required; comfortable interacting with students, staff, and faculty members in a professional and efficient manner.
- Excellent oral and written communication, organizational, and problem-solving skills required.
- Experience in project management, organizational budget management, data analysis, and accounting preferred.
- Intermediate Excel skills required.
- Meticulous manner and strict attention to detail are critical.
- Knowledge of working with a relational database is preferred.
- Ability to maintain discretion and confidentiality is essential.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: (vkenny1@fordham.edu)

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