ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director

DEPARTMENT: Office of Student Financial Services
Rose Hill

POSITION SUMMARY:
Under the direction of the Campus Director for Student Financial Services, the Assistant Director for Student Financial Services assists in the administration, compliance and processing of financial aid programs. This position will evaluate, analyze and process detailed confidential reports to determine student eligibility for financial assistance using both federal and institutional methodology. Provides leadership, administrative effectiveness and financial aid services through an emphasis on individual attention to students and high quality customer service. May need to work at other Fordham campuses and participate in professional development workshops. Some evening and weekend work required.

RESPONSIBILITIES:
• Assists in the management and processing of donor-related scholarships, ROTC, HEOP, Study Abroad and other special projects as assigned.
• Assists with adjustment of financial aid for compliance issues.
• Interacts with other University offices.
• Involvement in all aspects of financial aid administration including, but not limited to, counseling of students and parents, needs analysis, processing of applications, and packaging.
• Reads, interprets, communicates, and supports compliance with the most recent regulatory releases and/or procedures for assigned programs.
• Conducts financial aid and financing presentations.
• Assumes other tasks as assigned.

QUALIFICATIONS:
• Bachelor’s Degree preferred.
• Minimum three years’ diverse experience in financial aid preferred.
• Broad knowledge of financial aid regulations.
• Knowledge of Powerfaids and Banner Systems preferred
• Proficiency in Microsoft Word and Excel.
• Proven administrative and management skills and experience.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: ffreeman@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.