ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Financial Aid

DEPARTMENT: Graduate School of Social Service
Admissions Department, Lincoln Center

POSITION SUMMARY:
The Assistant Director of Financial Aid serves as a member of the Admissions Department under the supervision of the Assistant Dean of Admissions. The role of the Assistant Director of Financial Aid is the primary lead for prospective and current student financial aid advisement with a focus on day-to-day student counseling, scholarship processing and managing school-wide scholarship funds.

RESPONSIBILITIES:
• Provide leadership with respect to the policies, procedures and processing of student financial aid and scholarship.
• Counsel prospective and current students on financing options, scholarship decisions and other financial aid policies and procedures.
• Guide prospective students through the financial aid process and assist enrolled students in resolving financial aid issues.
• Serve as the primary liaison with administration to manage scholarship funds and student accounts.
• Maintain accurate scholarship records as required by GSS and the University.
• Assist in developing, implementing, and executing plans and initiatives to recruit a diverse student population through the use of scholarship funds.
• Guide prospective students through the admissions/financial aid process, cultivating and converting them from inquiry through to enrollment and matriculation.
• Some travel required.
• Perform other duties as assigned.

QUALIFICATIONS:
• Undergraduate degree required; Master’s Degree preferred
• Three years of experience working within higher education
• Prior experience with student financial aid advisement and management preferred
• Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheet
• Integrity, sound judgment, and ethical decision-making
• Detail-oriented, with strong organizational and time management skills
• Clear professional written and oral communication skills
• Exceptional interpersonal and relational skills
• Function independently as well as part of a team operating a complex environment.
• Able to adapt to changes in priorities, unexpected events, or unanticipated demands
• Able to work some nights and weekends

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: mremice@fordham.edu

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