Lead the Office of Student Financial Services in collaboration with the Enrollment Group leadership team to advance University enrollment goals for student access and socio-economic diversity, academic profile, timely graduation and net revenue. Develop financial aid strategies, create payment plans and arrange financial planning services that enable families to meet the cost of college attendance wisely. Guide financial aid officers in the graduate and professional schools and advance the professional development of Student Financial Services staff. Lead an organization that provides services and information in a proactive manner responsive to student and institutional needs, regulatory requirements and University policies.

RESPONSIBILITIES:

- Develop financial aid packaging policies and student account management strategies that advance access and affordability for families and institutional goals for enrollment and net revenue while complying with governing policies and regulations.
- Arrange an array of payment options and financial planning services that enable families for whom Fordham is a viable objective to structure payment plans that are affordable for them.
- Ensure procedures for proper security and sound management of financial aid, student employment, student accounts, and receivables. the satisfaction of students, work/study employers, auditors, and the finance office.
- Educate students and families regarding financial aid process and student debt and provide access to support services via multiple media channels, computer software, web services and in-person exchanges. Follow institutional design standards and voice in all communications.
- Develop and maintain systems of communication and feedback to inform staff regarding all aspects of University life, advancing their skills in the profession, and engagement as supportive University colleagues.
- Participate in the management of the Enrollment Group. Operate within budget and report regularly on present status and projected outcomes. Manage to compliance requirements and NCAA certification responsibilities. Advise on changing market trends, regulatory issues, funding sources and opportunities for improvement. Other duties as assigned.

QUALIFICATIONS:

- Bachelor’s Degree required, Masters preferred. 5 years of experience in management, 7 years in financial aid.
- Proficient in quantitative analysis and budgeting, personnel management and client service, oral and written communication, financial aid regulations and innovative uses of technology. Expertise in use of Banner and/or PowerFAIDS and federal financial aid systems.

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: John Buckley – jbuckley@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.*