ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Financial Aid & Admissions

DEPARTMENT: Graduate School of Social Service

Serve as a member of the Admissions Department team under the supervision of the Assistant Dean of Admissions, Graduate School of Social Service. Serve as primary lead for student financial aid advisement and GSS financial aid manager. Additionally serves as guide for prospective students through the admissions process, cultivating and converting applicants from inquiry through to enrollment and matriculation.

RESPONSIBILITIES:

- Provide leadership with respect to the policies, procedures and processing of student financial aid including scholarship awards.
- Guide prospective students through the financial aid process and assist enrolled students in resolving financial and issues.
- Serve as primary liaison with the University administration managing financial aid and student accounts.
- Develop and maintain accurate confidential financial aid records as required by GSS, University and Federal Government policy.
- Assist in developing, implementing and executing plans and initiatives to recruit a diverse student population.
- Guide prospective students through the admissions process, cultivating and converting them from inquiry through to enrollment and matriculation.
- Some travel required.
- Other duties as assigned.

QUALIFICATIONS:

- Undergraduate degree required, Masters preferred
- 3 years of experience working within higher education admissions preferred
- Prior experience with student financial aid advisement and management
- Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheet. Knowledge of PowerFAIDS, Banner, Slate, Tablo preferred
- Integrity, sound judgment, and ethical decision-making
- Excellent communication, organizational and interpersonal skills
- Able to adapt to changes in priorities, unexpected events or unanticipated demands
- Able to work some nights and weekends

STARTING DATE: ASAP

SALARY: Commensurate with experience.

SEND LETTER & RESUME: GSS Office of Admissions
Melba Remice,
mremice@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.