ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Sr. Assistant Director of Student Financial Services

DEPARTMENT: Office of Student Financial Services, Rose Hill

RESPONSIBILITIES:
- Reports to the Director of Compliance.
- Involved in all aspects of financial aid administration including but not limited to counseling of students and parents, need analysis, processing of applications, and packaging.
- Plan and oversee all operational processes related to regulatory compliance and management of aid programs, for example:
  - The Federal Direct, PLUS and Alternative Loan Programs. Including but not limited to loan origination, running edit reports, monthly reconciliation and developing the Cost of Attendance or,
  - Work-study program. Including but not limited to interviewing/assigning student employees, payroll processing, monthly reconciliation and budget management
- Assists with adjustment of financial aid.
- Interacts with other University offices.
- Conducts financial aid and financing presentations.
- Assumes other tasks as assigned.
- Participates in professional development workshops.
- May be required to work some evenings and weekends and/or work at the other Fordham campuses.

QUALIFICATIONS:
- Bachelor’s Degree required
- Minimum five (5) years’ diverse experience in financial aid, preferred.
- Minimum three (3) years’ experience with loan processing or student employment, preferred.
- Proven administrative and management skills and experience.
- In-depth knowledge of Federal and New York State Financial Aid Programs.
- Knowledge of Microsoft Word and Excel required.
- Knowledge of PowerFAIDS, and Banner Systems is preferred.

STARTING DATE: ASAP

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Fordham University
441 East Fordham Road
Bronx, NY 10458
E-mail: ffreeman@fordham.edu

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