ADMINISTRATIVE POSITION ANNOUNCEMENT

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

DEPARTMENT: Office of Student Financial Services, Rose Hill

RESPONSIBILITIES:

- Reports to the Senior Associate Director of Financial Aid. Involved in all aspects of Financial aid administration including but not limited to counseling of students and parents, needs analysis, processing of applications, and packaging.
- Coordinate and take responsibility for specific financial aid programs, i.e. Scholarships, Fachex, HEOP, TAP, PELL etc. as assigned. Read, interpret and communicate, and support compliance with most recent regulatory releases and/or procedures for assigned programs.
- Write preliminary specifications for the development of computer programs and reports in order to support functions.
- Assist Sr. Associate Director on implementation and testing of updated software. Perform all other duties assigned. Interact with other University offices.
- Participation in professional development workshops is required. May be required to work at the other two campuses. Evenings and weekend work sometimes required.

QUALIFICATIONS:

- Bachelor’s degree, plus minimum three years diverse experience in financial aid.
- Proven administrative and management skills and experience. Effective written, oral communication and presentation skills before small and large groups.
- Must be committed to quality customer service.

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: Francoisline J. Freeman
Senior Assistant Director
ffreeman@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.