

Financial Aid Coordinator - School of Dental Medicine Tufts University

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Posted Jan. 18, 2024, set to expire Dec. 31, 2024

Job Title	Financial Aid Coordinator - School of Dental Medicine
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20071?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Financial Aid Office is responsible for the administration of federal, institutional and private financial aid programs within the School of Dental Medicine providing financial aid funding for about 850 students enrolled in the DMD, Advanced Standing Program for International Students and Post-graduate academic programs. Approximately 85% of students enrolled receive financial aid where the majority of available funding stems from federal student loans. The Financial Aid Office is required to be in compliance of federal student financial aid regulations and oversees implementation of new regulations for the School of Dental Medicine.

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What You'll Do

The Financial Aid Coordinator provides excellent customer service to support applicants, students, and families with the financial aid process. This individual assists with all aspects of the financial aid program. The Financial Aid Coordinator explains policies, procedures, eligibility requirements and options to families; tracks forms and materials through the process; reviews application materials to ensure forms are completed appropriately, enters information into the department database; prepares summary reports, and provides administrative support for the office.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a High School diploma/GED and 5+ years of administrative experience **OR** an Associate's degree with 2 or more years of administrative experience.
- Advanced proficiency in Microsoft office and strong written and oral communications skills are essential as is attention to detail.

Preferred Qualifications:

- Experience in a higher education environment and familiarity with student loan programs and regulations are preferred.
- Bachelor's degree preferred.

Special Work Schedule Requirements:

This job involves responsibilities that are performed on a hybrid schedule, requiring 4 days in the office and 1 day remote. The first 8 weeks require fully in-person on-site training.

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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