

Financial Aid Coordinator - School of Arts and Sciences Tufts University

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Posted Jan. 10, 2024, set to expire Dec. 31, 2024

Job Title	Financial Aid Coordinator - School of Arts and Sciences
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20008?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Financial Aid administers financial aid and student employment for all undergraduate students across the Tufts University School of Arts and Sciences, School of Engineering, and School of the Museum of Fine Arts at Tufts. The financial aid staff provides personalized counseling and support to students and families throughout the financial aid process. The Office of Financial Aid is part of the Student Services division and works closely with the Office of Admissions to support prospective and enrolled students.



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What You'll Do

This position provides advanced administrative support and for the Financial Aid staff, oversees daily operation of the office, and handles complex and confidential situations and requests serving as a resource to our students and their families, internal and external staff, and other constituents. The position has specific financial aid and student employment responsibilities such as loan and payroll processing.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a High school diploma/GED and 5+ years of administrative experience OR a Bachelor's degree and 3+ years of experience
- Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet, and database knowledge
- Bookkeeping or basic accounting knowledge and excellent organizational and interpersonal skills

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus at least 2 days each week.

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.

Contact Information

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



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Contact

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