

Financial Aid Counselor - School of Medicine Tufts University

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Posted Feb. 15, 2024, set to expire Dec. 31, 2024

Job Title	Financial Aid Counselor - School of Medicine
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20154?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Financial Aid processes in excess of \$75M annually to assist students with their financial needs. The Office of Financial Aid provides financial assistance to graduate/professional students seeking various degrees while attending Tufts University School of Medicine and/or Friedman School of Nutrition.

What You'll Do

The Financial Aid Counselor performs general aspects of financial aid administration under supervision of more senior staff. This individual assists families with the application process, reviews eligibility, advises students on process and programs, provides input to the creation and implementation of policies and procedures, and assists with regular office activities. Work is reviewed to ensure compliance with federal and other agency requirements. S/he may also perform needs analysis and

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conduct aid presentations to prospective or enrolled students.

- Assist applicants, students, and/or families with financial aid application process.
- Counsel and advise students on policies/procedures, eligibility requirements, available options, debt management counseling, resources available, etc
- Assist with general office support including tracking applications, distributing application or award information, updating financial aid office communication materials (e.g. publications, application material, web FAQs, etc.). Contact applicants for missing information.
- Respond to applicant and student inquiries via email or phone and provide counseling on fund availability, eligibility, appeals, and terms and conditions of each award.
- Prepare reports, documents, communications, announcements
- Provide support to Assistant Directors as needed with needs analysis, debt management and financial literacy programs.

What We're Looking For

Basic Requirements:

- Bachelor's degree and up to 2 years of experience in financial aid or a related student service area;
- Excellent written and verbal communication skills. Detail oriented and able to multi-task in a busy environment.
- Intermediate knowledge and proficiency with Microsoft Office (Excel, Word, PowerPoint) and Microsoft Outlook. Strong analytical and problem-solving skills.

Preferred Qualifications:

- Experience in a higher education environment and familiarity with financial aid regulations and systems would be a plus.
- Experience with Powerfaids and/or Peoplesoft is preferred
- Experience working independently in a remote capacity is preferred

Pay Range

Minimum \$47,800.00, Midpoint \$59,850.00, Maximum \$71,900.00

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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