

Financial Aid Advisor  
University at Buffalo, The State University of New York

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Financial Aid Advisor
<b>Department</b>	Financial Aid
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Financial Aid
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48556">https://www.ubjobs.buffalo.edu/postings/48556</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Office of Financial Aid](#) is seeking a Financial Aid Advisor that will serve as the primary contact for the university's prospective and enrolled student population. This position provides enrolled students with Financial aid advising services and includes working with parents of the students through workshops and outreach.

As a Financial Advisor, you will:

- Make financial aid decisions based on information reported on the student application and recommend financial programs within established laws and guidelines.
- Certify financial aid eligibility and authorize financial aid awards for payment.

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- Be accountable for ensuring compliance with federal regulations.
- Generate reports to verify and reconcile financial aid data.
- Advise students and parents regarding the management of the student's personal finances.
- Develop and implement financial aid workshops and outreach programs for students and parents.
- Interact with other student service departments and other business offices to ensure that the financial needs of students are met and make necessary referrals to other student service office.
- Participate in financial aid and enrollment events, including night and weekend events.

This position is campus based and office hours are Monday –Friday 8:30-5:00 pm; evenings and weekends as needed.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree with 2 years of experience working in higher education. Additional years of experience may be substituted for the degree requirement.
- Applicants must be authorized to work in the United States on a full time basis.

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Preferred Qualifications

- Master's Degree and higher education Experience.

**Contact Information**

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

**Contact**

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