

Assistant Director, Financial Aid
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=239739>

Downloaded On: Jul. 22, 2024 7:27pm

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

Job Title Assistant Director, Financial Aid
Department Office of Financial Aid
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director
Professional Staff

Academic Field(s) Financial Aid

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Job Description

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JOB TITLE

Assistant Director, Financial Aid

LOCATION

Worcester

DEPARTMENT NAME

Office of Financial Aid

DIVISION NAME

Assistant Director, Financial Aid Worcester Polytechnic Institute

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Process financial aid applications for all entering, and renewal applicants; assess eligibility for financial aid; assist in administrating federal, state, and institutional aid to students and families; maintain communications with other departments on and off campus; participate in professional organizations and counsel students and families. Responsible for management of at least one assigned specialized program determined by the Associate Director.

Applicants must have demonstrated experience working in and fostering a diverse and inclusive workplace and/or commitment to do so as an employee at WPI.

JOB DESCRIPTION

Responsibilities:

Administer Institutional and Federal Financial Aid for all entering and renewal applicants by:

- Maintaining a caseload of student applicants both first year and returning students and assessing eligibility for financial aid
- Assisting in administrating federal, state, and institutional aid to students and families
- Analyzing, evaluating, and verifying confidential information on student's application material for the purpose of determining levels and sources of assistance. Base decisions upon WPI, federal, and state policies governing aid distribution.
- Utilize professional judgement to evaluate changes in families financial circumstances to determine eligibility for changes in federal and institutional aid.
- Processing aid adjustments for non-returning students, reduced course loads and students with enrollment changes throughout the academic year.

Financial Literacy Programming

- Create and host presentations on various aspects of financial aid
- Outreach to community partners to schedule guest speaker presentations on various finance topics
- Advertise financial literacy programs to students in order to increase engagement
- Track student attendance and engagement of financial literacy events

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Veterans Affairs Awarding

- Coordinate with the Bursar and Registrar Offices to identify and assist eligible students with Veterans Affairs benefits
- Calculate estimated Veteran Affairs payments through the Post-9/11 Veterans Educational Assistance Act of 2008

Financial Aid Counseling

- Advise students and parents as well as on/off campus constituencies about financial aid opportunities, procedures, college policies and eligibility requirements for aid by:
- Serve as primary contact for Financial Aid Counselors on a weekly basis by sharing in the Counselor Of the Day (COD) responsibilities with other directors.
- Resolve problems or concerns escalated by the Financial Aid Counselors.
- Counsel current or accepted students and their families on financial aid and payment options in person, on the phone, and over Zoom.
- Present information to small and large groups of students and parents on the financial aid process at various on and off campus events
- Educate students and parents on complex student aid regulations.
- Interact with students and parents calmly and graciously under difficult situations.
- Working with other on campus partners like the Bursar's, and Registrar's Offices to ensure financial aid policies related to billing and enrollment are adhered to.

Endowed Funds

- Allocate endowed scholarship funds to individual student accounts alongside the Director of Operations
- Program new funds in financial aid awarding systems to match University Advancement records
- Collaborate with University Advancement to ensure appropriate funds are spent

Performs other duties as assigned.

Requirements:

- Bachelor's degree.
- Excellent communication and time management skills.

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- Experience preferred but not required: management of student federal aid programs and familiarity with financial aid computer software systems.
- Proficient in Microsoft Office



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Salary: \$49,500- \$52,000. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

This position is hybrid (3 days in office, 2 days remote) following a training period.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director--Financial-Aid_R0002848

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.



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Contact Information

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

Contact

N/A

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