

Financial Aid Counselor - School of Arts and Sciences Tufts University

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Posted Sep. 16, 2024, set to expire Jan. 26, 2025

Job Title	Financial Aid Counselor - School of Arts and Sciences
Department	Office of Financial Aid
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Financial Aid
Job Website	https://jobs.tufts.edu/jobs/20936?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 and graduate 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

The Financial Aid Counselor is responsible for working on day-to-day operations related to a caseload of graduate students across the Arts and Sciences, School of Engineering, and the Fletcher School of Law and Diplomacy. This role involves providing personalized counseling and advising to students via email, phone, and in-person meetings regarding the financial aid application process and financial aid eligibility. The Financial Aid Counselor will also be responsible for:

- Performing need analysis, awarding aid, certifying federal and private loans, and ensuring compliance with all federal and state regulations.
- Plays a key role in the implementation of office policies and procedures, contributing to both short-term and long-term planning.
- May include delivering financial aid presentations to prospective and current graduate students, as well as processing VA certifications as required.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- 2 years of financial aid, student service or college access experience
- Understanding of the federal financial aid process
- Excellent written and verbal communication skills, ability to work with diverse populations
- Has the ability to manage multiple and competing deadlines
- Works well independently and in a fast-paced, team-oriented environment
- Strong customer service skills

Preferred Qualifications:

- Familiarity with PowerFails financial aid software would be a plus

Special Work Schedule Requirements:

This is a hybrid role expected to be on campus at least 2 days each week. Long hours during peak processing season will be expected on nights and weekends.



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Pay Range

Minimum \$48,500.00, Midpoint \$60,750.00, Maximum \$73,000.00

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

Contact Information

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

Contact