

**Financial Aid Director (4528U) 78433**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257362>

Downloaded On: May. 23, 2025 11:38pm

Posted May 23, 2025, set to expire Jul. 1, 2025

**Job Title** Financial Aid Director (4528U) 78433  
**Department** Haas School of Business  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** May 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff  
Director/Manager

**Academic Field(s)** Financial Aid

**Apply Online Here** <https://apptrkr.com/6249674>

**Apply By Email**

**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

The Haas Financial Aid Office administers approximately \$15 million dollars in private loan funds, \$15 million dollars in Federal Loan funds, and \$35 million dollars in institutional scholarships. The Director of Financial Aid works closely with the UC Berkeley Financial Aid and Scholarships Office in the design, planning, and administration of financial aid programs and the delivery of financial services to students enrolled in the Haas School of Business degree programs.

### Application Review Date

The First Review Date for this job is: June 4, 2025

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## Responsibilities

- Provides individual counseling on and recommends resolution of extremely sensitive, specialized and / or complex issues. Exercises professional judgment to authorize exceptions to policies, changes in financial aid awards or additional funding. Assists team with drop-in and phones as needed; counsels students on escalated issues; coordinates with Financial Aid and Scholarships Office when looking to exercise professional judgment on Cost of Attendance Adjustment Requests and satisfactory Academic progress issues.
- Performs needs analysis, assesses eligibility, and exercises professional judgment to determine allocation of aid awards under complex, specialized regulations or for escalated cases. Recommends packaging policies and strategies for allocation of awards to groups of students. Administers need analysis for Berkeley MBA grants; oversees verification of 100% of grant recipients; determines award amounts and adjustments based on socioeconomic information provided within the application.
- Co-chairs department committees or provides advanced expertise to plan and coordinate policy and procedure changes. This includes weekly student information system strategy and management meetings, weekly self-supporting degree program meetings, and participating in various strategic committees such as the DEIJB action plan.
- Develops new, or makes changes to existing, financial aid forms and work-flow routing. Creates annual processing schedule. This includes directly leaving improvements to admit and student scholarship applications, Loan Repayment Assistance Program applications, and selection processes for each with a primary focus on the student experience. It also includes working with the Haas Technology support team to implement changes.
- Coordinates, implements, evaluates, and reports on very complex, specialized government, agency, University, or donor aid programs. Supports Department of Alumni Relations in donor stewardship efforts, is responsible for providing an annual risk-share report, and coordinates with Admissions team to provide reports to Haas management.
- Works with internal and external organizations to develop program policies and coordinate procedures. Interprets regulations, and develops or recommends procedures to ensure compliance and accurate aid delivery. Participates in MBA program lifecycle meetings; coordinates with various programs, departments, and centers in the application of department awards; negotiates and secures loan options for all student populations.
- Serves as expert resource on specialized programs and related regulations and policies, including self-supporting programs, borrower-based academic year programs, and less than half-time programs.
- Provides training on programs to department staff. Supervises staff of two-three people, plans annual retreat, sets priorities, and conducts Achieve Together reviews, setting and holding

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individuals accountable for meeting the goals of the team.

- Manages yield and retention activities for targeted student groups. Collaborates on scholarship procedure and policy with MBA Admissions teams, manages scholarship budget for admitted student scholarships, and reports of the yields of MBA admitted student scholarships.
- Determines goals and objectives. Recommends new or changes to existing program policies. Collaborates and communicates with program offices regarding financial aid policy; collaborates with Department of Alumni Relations regarding scholarship procedure and policy; ensures the Office Policy and Procedure Manual is accurate.
- Identifies and implements database elements, queries, and reports needed to monitor complex programs. Analyzes reports to resolve programming errors. This often includes billing issues as this office is a first point of contact for Haas graduate students. This position uses queries to report on student loan indebtedness and to monitor admitted student scholarships.
- Manages department participation in and creates content for outreach services for prospective students, parents, and the general public. Leads auditorium size presentations. Oversees chat and webinar schedule as well as content for the admissions cycle.
- Develops web and print publications in support of these outreach services. Ensures new admit and office website content is accurate; ensures that recruiting materials align with office policy and procedures; ensures timely communication of pertinent material is shared with students.
- Analyzes exception reports to determine necessary changes in programming or procedures to allow automated packaging of aid. Reconciles complex student data from multiple sources.
- Identifies difficult-to-resolve mismatches and errors from external and internal sources. Identifies programming or procedural changes needed to prevent errors. Communicates and troubleshoots unique scenarios to campus partners; monitors office corrections to student aid on an on-going basis.

### **Required Qualifications**

- Advanced knowledge of policies, regulations, and practices for awarding financial aid; specialized knowledge of particular programs.
- Working knowledge of packaging policies and practices.
- Advanced knowledge of or can quickly learn UC Berkeley policies, processes, and procedures.
- Advanced knowledge of advising and counseling techniques.
- Ability to interpret complex policies, assess processes, and develop procedures to ensure compliance and implement improvements.
- Ability to calculate and reconcile financial aid with attention to detail and accuracy.
- Organizational and project management skills and ability to prioritize work and meet deadlines.
- Advanced written and oral communication skills demonstrated through active listening, persuasion, and negotiation skills. Possesses advanced customer service orientation skills.

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- Advanced ability to assess processes and implement improvements. Excellent interpersonal skills. Strong social perceptiveness abilities.
- Advanced proficiency with standard office software as well as internet and email applications. Thorough knowledge of common University specific computer application programs.
- Experience using complex databases; ability to define specifications for database programming. Proficiency manipulating and analyzing large volumes of data.
- Advanced knowledge of common University-specific computer application programs and other common programs used for administering financial aid and experience using complex databases to define specifications for database programming demonstrating proficiency in manipulating and analyzing large volumes of data.
- Advanced problem identification, critical thinking, and problem solving skills and demonstrates sound judgment and decision-making expertise.
- Strong leadership skills to guide, direct, mentor, evaluate, and motivate staff.
- Possesses advanced customer service orientation skills, demonstrated through excellent interpersonal skills and political acumen.
- Demonstration of confidentiality when dealing with sensitive and confidential information.
- Proactively demonstrates collaboration and social perceptiveness when working with a diverse group of students, staff, and external constituents.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Bachelor's degree in related area and / or equivalent experience / training.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$80,400 - \$112,900

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

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The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

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

#### **Contact**

N/A

University of California, Berkeley

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