

Financial Aid Advisor
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257581>

Downloaded On: Jul. 30, 2025 10:43am

Posted Jun. 2, 2025, set to expire Aug. 4, 2025

Job Title Financial Aid Advisor
Department Financial Aid
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 2, 2025

Application Deadline 05/30/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Financial Aid

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Job Description

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Financial Aid Advisor

Position Information

Position Title: Financial Aid Advisor

Department: Financial Aid

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57350>

Job Type: Full-Time

Posting Detail Information

Financial Aid Advisor University at Buffalo

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Position Summary

The University at Buffalo (UB) [Financial Aid department](#) is seeking a **Financial Aid Advisor**. In this position you 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.
- 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 students' 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 offices.
- 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 a.m. - 5:00 p.m. Evenings and weekends as needed.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Financial Aid department serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

About the Financial Aid Office

Financial Aid Advisor University at Buffalo

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The mission of the University at Buffalos Financial Aid Office is to facilitate access to education, actively contributing to the recruitment and retention endeavors of the university. We are dedicated to fostering an inclusive environment by providing essential financial support to students. Our commitment extends to ensuring compliance with federal, state, and institutional regulations, thereby upholding the integrity and ethical standards of our financial assistance programs. Through these efforts, we aim to empower students to pursue their educational aspirations and contribute to the long-term success of our university community. For further information, please visit us our [website](#).

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

- Bachelors degree with 2 years of experience. A combination of education and experience will be considered in lieu of the requirement
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation and respect for all individuals in a diverse environment
- Strong working knowledge of MS Office applications including Word, Excel, and PowerPoint
- Possess high attention to detail and display accuracy in all areas of responsibility
- Possess and display a high-level of customer service to all constituents
- Applicants must be currently authorized to work in the United States on a full-time basis without visa sponsorship. Please do not apply if you cannot satisfy this requirement

Preferred Qualifications

- Masters degree
- Higher education experience

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Physical Demands

Salary Range

\$57,151 - \$61,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brian Hines

Contact's Pronouns:

Contact's Title: Human Resources Officer

Contact's Email: hines@buffalo.edu

Contact's Phone: 716-645-7751

Posting Dates

Posted: 05/30/2025

Deadline for Applicants:

Date to be filled: 07/17/2025

jeid-112b8fb42c94c24fa2d69c2d8800e500

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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