

**Financial Aid Assistant
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=257599>

Downloaded On: Jul. 31, 2025 12:55am

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

Job Title Financial Aid Assistant
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
Counseling Services

Apply Online Here <https://apptrkr.com/6264477>

Apply By Email

Job Description

Image not found or type unknown



Financial Aid Assistant

Position Information

Position Title: Financial Aid Assistant

Department: Financial Aid

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57377>

Job Type: Full-Time

Financial Aid Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257599>

Downloaded On: Jul. 31, 2025 12:55am

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

Posting Detail Information

Position Summary

The University at Buffalo (UB) **Financial Aid department** is seeks to hire multiple **Financial Aid Assistants**. In this position you will be part of the Financial Aid team and support the administration of financial aid programs, assisting students and parents in determining need and eligibility for various student aid funds.

Key Duties and Responsibilities Include:

- Provide financial aid counseling.
- Maintain knowledge and understanding of various state, federal and institutional regulations, and requirements as they pertain to financial aid.
- Provide guidance on rules, regulations, and application procedures.
- Analyze and process financial aid documents.
- Develop and implement financial aid workshops and outreach programs for students and parents.
- Support and attend on and off campus events and outreach activities.
- Some evening and weekend hours are required.

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 Department

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 at our [website](#).

Learn more:

Financial Aid Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257599>

Downloaded On: Jul. 31, 2025 12:55am

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

- 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

- Associate degree with 2 years work experience or an equivalent combination of education and experience will be considered
- 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

- Bachelors degree
- Higher education experience
- Related Financial Aid Experience

Salary Range

\$51,261 - \$56,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Financial Aid Assistant
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257599>

Downloaded On: Jul. 31, 2025 12:55am

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

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-e58f987d0f70664aaf62f9539ed4498a

Contact Information

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

Contact

N/A

University at Buffalo

,