

**Financial Aid Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=233037>

Downloaded On: May. 9, 2024 3:40am

Posted Mar. 15, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Financial Aid Assistant
<b>Department</b>	Financial Aid
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Financial Aid
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49171">https://www.ubjobs.buffalo.edu/postings/49171</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The University at Buffalo (UB) department of Financial Aid 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.

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- 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.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About the Financial Aid Department**

The mission of the University at Buffalo's 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](#).

### **About the Enrollment Management Area**

The Enrollment Management area within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy. For further information, please visit us at our [website](#).

### **About The University at Buffalo**

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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 required including Word, Excel, and PowerPoint.
- Exceedingly well organized.
- 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 eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

### Preferred Qualifications

- Bachelor's degree.
- Higher education experience.
- Related Financial Aid Experience.

### Contact Information

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

**Contact**

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