Assistant Director, Financial Aid
Req3505

https://bc.csod.com/ats/careersite/JobDetails.aspx?id=3505&site=1

Job Description

Boston College seeks a collaborative individual to serve in the position of Assistant Director of Financial Aid. Following the mission of the college and the Office of Student Services, this position serves as a bridge between students’ financial needs and their educational goals while assuming the responsibility of equitably awarding institutional, federal, and state funding.

The Assistant Director will share the vision of maintaining a supportive, student-centered environment and can expect growth potential, an excellent benefits package, and a competitive salary. This position reports to the Associate Director, Undergraduate Financial Aid.

Responsibilities include, but are not limited to:

- Awarding Boston College students federal, state, and institutional financial aid funds using federal and institutional need-based analysis methodologies within a one-stop Student Services environment.
- Managing a caseload of approximately 600 students with financial aid funds totaling between $20 and $25M.
- Advising students and families about educational financing, including financial aid, loans, and alternative means of educational financing.
- Staying current with regulatory changes and professional best practices, and following those practices throughout the academic year to ensure ongoing regulatory compliance.
- Making presentations to students and families.
- Over time, acting as a specialist to provide oversight and management for an internal or external program such as Pell or state scholarships.

Title and salary commensurate with relevant experience based on the following titles and hiring ranges:

**Assistant Director - 2+ years of professional financial aid exp**
Hiring Range: $51,350-$64,200

**Assistant Director - 0-2 years of professional financial aid exp**
Hiring Range: $46,550-$58,200

Requirements

- Bachelor’s degree required. Master’s degree in education, business, or a related field preferred.
- 2-3 years of financial aid experience required, though candidates with at least 3 to 4 years of experience in a related field will be considered.
- Proven experience analyzing student cases, determining financial aid eligibility, and awarding aid in accordance with state, federal, and institutional policy.
- Demonstrated ability to explain and interpret Financial Aid policies and practices to students and families.
- Prior experience with awarding financial aid based on an institutional methodology preferred.
- Strong interpersonal and conflict resolution skills.
- Excellent attention to detail and a proven ability to analyze complex data and apply.
- Demonstrated ability to manage a high volume workload and operate in a sometimes chaotic environment.
Closing Statement

Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office for Institutional Diversity at https://www.bc.edu/offices/diversity

Boston College offers a broad and competitive range of benefits including depending on your job classification eligibility;

- Tuition remission for Employees
- Tuition remission for Spouses and Children who meet eligibility requirements
- Generous Medical, and Dental Insurance
- Low-Cost Life Insurance
- Eligibility for both 401K and University Funded 403B Retirement Plans
- Paid Holidays Annually

- Generous Sick, and Vacation Pay
- Additional benefits can be found on www.bc.edu/employeehandbook

Boston College's Notice of Nondiscrimination can be viewed at https://www.bc.edu/offices/diversity/compliance/nondiscrim