

**Job Description**  
**Assistant Director, Financial Aid**

**Summary:**

Under the general supervision of the Director of Financial Aid, the Assistant Director of Financial Aid supports critical functions within the Office of Financial Aid, contributing to the success of the student financial aid program at New England Law. The Assistant Director oversees the work-study program, veterans' benefits program and communications. The Assistant Director advises students and parents on the application for loans or scholarships and has knowledge of available federal and private financial aid programs. Overall responsibility includes verifying the information in financial aid applications, monitoring annual and as-needed reviews of merit and SAP eligibility, and ensuring the compliance of the law school with all federal, state, institutional regulations and policies.

**Essential Duties and Responsibilities:**

- Counsels prospective and current law students, alumni and their families regarding loan options, application processes and debt management.
- Awards and verifies financial aid in accordance with federal regulations and institutional policy.
- Administers the awarding of federal work study.
- Serves as a VA School Certifying Official, with a caseload of 20-30 student veterans annually, including enrollment certification and benefits counseling. Responsible for submission of materials requested by VA, the VA census each enrollment period, and maintaining compliance with new VA regulations.
- Maintains current and accurate data on the Financial Aid sections of the law school website (public and intranet), as well as "My Fin Aid", the PowerFAIDS/Net Partner web portal.
- Manages communications plans for incoming, returning and alumni student populations, including email and print publications.
- Conducts annual review of merit scholarship renewals and presents student appeals to other members of the administration for consideration.
- Conducts annual and as-needed Satisfactory Academic Progress review and manages the student appeals process with the Student Services Office.
- Collaborates with colleagues in Registrar, Student Accounts/Business Office, Student Services and with the Associate Deans to interpret, update and ensure the law school's regulatory compliance in federal Title IV financial aid programs, ABA standards, veterans' administration policies and institutional policies.
- Identifies areas for efficiency or improvement within existing policies and procedures and recommends improvements.
- Assists Director of Financial Aid with preparation and submission of annual reports including: FISAP, ABA Survey, IPEDS, US News and World Report, Princeton Review, Peterson's.
- Assists Director of Financial Aid with research related to policies, professional judgement cases, cost of attendance budget creation, and other issues as needed.
- Represents the office at school events.

### **Qualifications and Skills:**

- Bachelor's degree or equivalent and at least 3 years' of financial aid experience, ideally at the graduate/professional level.
- Strong communication, customer service, organizational, analytical and problem-solving skills.
- Independently conscientious.
- Able to work well under pressure, adapt to changing priorities, and meet deadlines.
- Able to work with students in stressful and sensitive situations.
- Proficient with MS Office Suite, federal software and websites including COD, EDConnect, NSLDS. Preferable experience with PowerFAIDS (including Net Partner application) and Jenzabar EX.
- Experience with VA education benefits preferable.

### **HOW TO APPLY:**

E-mail a cover letter and resume to New England Law | Boston to: [jchalmers@nesl.edu](mailto:jchalmers@nesl.edu)

**It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion, tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.**