



## **Job Description Director of Financial Aid**

### Summary:

New England Law | Boston is seeking a dedicated and experienced Director of Financial Aid to lead and oversee critical functions within our Office of Financial Aid. The Director of Financial Aid plays a pivotal role in supporting the success of our student financial aid program. This role includes managing the work-study program, veterans' benefits program, and communications, while advising students and parents on loan and scholarship applications. The Director will be responsible for ensuring compliance with federal, state, and institutional regulations and policies related to financial aid. This position reports directly to the Dean of Admissions at the Law School.

### Essential Duties and Responsibilities:

- **Student Counseling:** Provide comprehensive guidance and counseling to prospective and current law students, alumni, and their families on loan options, application processes, and debt management.
- **Financial Aid Awarding:** Award and verify financial aid in strict adherence to federal regulations and institutional policy.
- **Work-Study Program:** Administer the awarding of federal work-study, ensuring efficient and equitable distribution.
- **Veterans' Benefits:** Serve as a VA School Certifying Official, managing a caseload of 20-30 student veterans annually. This includes enrollment certification, benefits counseling, and compliance with VA regulations.
- **Communication Management:** Maintain current and accurate financial aid information on the law school website, public and intranet, as well as the PowerFAIDS/Net Partner web portal. Manage communication plans for different student populations through email and print publications.
- **Scholarship Renewals:** Conduct annual reviews of merit scholarship renewals and present student appeals to the administration for consideration.
- **Satisfactory Academic Progress (SAP):** Conduct annual and as-needed SAP reviews and manage the student appeals process in collaboration with the Student Services Office.

- Compliance and Regulation: Collaborate with various departments and administrators to ensure compliance with federal Title IV financial aid programs, ABA standards, veterans' administration policies, and institutional policies.
- Process Improvement: Identify areas for efficiency or improvement within existing policies and procedures and recommend necessary changes.
- Reporting: Assist with the preparation and submission of annual reports, including FISAP, ABA Survey, IPEDS, US News and World Report, Princeton Review, and other reports as required.
- Research and Support: Provide support to the office of Finance by conducting research related to policies, professional judgment cases, cost of attendance budget creation, and other related issues.
- Represent the Office of Financial Aid at various school events and functions.

#### Qualifications and Skills:

Bachelor's degree or equivalent and at least 5 years of financial aid experience, ideally at the graduate/professional level.

Strong communication, customer service, organizational, analytical, and problem-solving skills.

Independent and conscientious work ethic.

Ability to work well under pressure, adapt to changing priorities, and meet deadlines.

Proficiency 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 at [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.