

Job Title:

Director of Financial Aid

Reports to:

Dean of Enrollment and Strategic Initiatives

Salary:

\$110,000

Summary:

New England Law | Boston is seeking an experienced and dedicated **Director of Financial Aid** to lead our Office of Financial Aid, ensuring compliance with federal, state, and institutional regulations while delivering outstanding student service. This role encompasses critical responsibilities such as overseeing financial aid disbursement, managing federal and institutional programs, and advising students and families on financial aid options. The Director will also lead key initiatives, including compliance reporting, software system management, and strategic planning for the financial aid office.

This is a full-time, in-person position at our Boston campus. The Director will play a vital role in supporting the mission of the law school, enhancing the student experience, and ensuring financial aid processes align with institutional priorities.

Essential Duties and Responsibilities:

Student Counseling and Financial Aid Management

- Advise prospective and current students, alumni, and families on financial aid options, loan processes, and debt management strategies.
- Oversee financial aid awarding and verification to ensure compliance with federal regulations and institutional policies.
- Administer federal work-study programs and ensure equitable distribution of awards.

- Serve as a VA School Certifying Official, managing veterans' education benefits, including enrollment certification, benefits counseling, and compliance with VA regulations.

Key Projects and Compliance Initiatives

- Manage the **Program Participation Agreement (PPA) Recertification**, ensuring timely submission and follow-up to maintain federal student aid eligibility.
- Oversee aid disbursements, processes, and refunds for the academic semesters.
- Lead the setup of the financial aid year in software systems and award aid to incoming students.
- Coordinate compliance reporting, including IPEDS, FISAP, ABA, and A133 audits, ensuring accuracy and timely submission.
- Complete the **FVT/GE Report** and follow up on federal requirements.
- Manage summer aid programs, including work-study for internships and the Galway program.
- Oversee end-of-semester processes, including exit counseling, SAP reviews, and enrollment reporting.

Leadership and Operational Improvement

- Supervise, train, and mentor financial aid staff members in-person, fostering professional development, accountability, and a collaborative team environment.
- Identify and implement process improvements to enhance efficiency and student service.
- Maintain accurate financial aid information across multiple platforms, including the website, intranet, and PowerFAIDS/Net Partner portals.

Collaboration and Institutional Support

- Work closely with the Dean of Enrollment and Strategic Initiatives to align financial aid strategies with institutional goals.
- Support the Office of Finance with research on policies, cost-of-attendance budgets, and professional judgment cases.
- Represent the Office of Financial Aid at school events, functions, and external professional organizations.

Qualifications and Skills:

- **Education:** Bachelor's degree required; Master's degree in Higher Education Administration, Business Administration, or a related field preferred.
- **Experience:** At least 5 years of financial aid experience, ideally at the graduate/professional level.
- **Technical Proficiency:** Experience with PowerFAIDS (including Net Partner), Jenzabar, and federal software (e.g., COD, EDConnect, NSLDS). Proficiency in MS Office Suite required.
- **Regulatory Knowledge:** Strong understanding of federal Title IV regulations, VA education benefits, and institutional financial aid policies.
- **Skills:**
 - Exceptional communication and customer service skills.
 - Strong organizational, analytical, and problem-solving abilities.
 - Independent, detail-oriented, and able to manage multiple deadlines.

How to Apply:

Please email a cover letter and resume to **New England Law | Boston** at 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, genetic information, military service, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.
