

Position Description

Title:	Assistant Director of Financial Aid
Department:	Admissions & Financial Aid
Reports to:	Director of Financial Aid
Supervises:	Financial Aid Counselors, Student Workers
Internal contacts:	Admissions, Bursar, Registrar, Student Affairs, Advancement, Faculty
External Contacts:	Department of Education, HESC, Lenders/Guarantors, Professional Associations
Employment Status:	Full-time; Non-exempt

The Assistant Director of Financial Aid is responsible for all day-to-day operations of the Office of Financial Aid and works closely with the Office of Admissions. The position requires supervision of Work-Study students.

Domains:

- Serves as First Point of Contact for students, both enrolled and prospective.
- Maintains updated student records; downloads files from the Department of Education and the College Board (CSS Profile).
- Assists Director of Financial Aid with Packaging of all new and continuing students, including federal, state, and institutional funds (approximately \$15 million annually).
- Supervises student participation in the America Reads Program.
- Compiles data for both internal and external constituents (e.g., surveys, internal reports, etc.).
- Assists the Director of Financial Aid with completion and submission of the FISAP.
- Responsible for compiling data for, and responding to, the annual audit of the Financial Aid Office.
- Ensures timely submissions of all Direct Loan reporting.
- Works with the I.T. department to coordinate maintenance of the financial aid software (PowerFaid).
- Uploads Registrar's Office data into PowerFaid, and ensures SAP standards are met.
- Counsels students and parents on financial aid options.
- Maintains policy and procedure manual.
- Participates in forming and executing recruiting strategies in coordination with the Office of Admissions.
- Keeps apprised of financial aid issues and policy changes to ensure compliance and inform students/parents of ramifications of policy changes.
- Represents the Office of Financial Aid and Manhattan School of Music at various school and financial aid events.
- Serves on Committees as assigned.
- Performs additional duties as required.

Job Requirements:

- Bachelor's Degree required, Master's Degree preferred.
- Three or more years of experience administering Title IV funding, familiarity with need analysis, and interpretation of regulations.
- Excellent leadership and organizational skills.
- Successful track record of providing exceptional customer service and working as a team member.
- Excellent verbal and written communication skills.
- Experience with PowerFacts software preferred.
- Experience with the Microsoft Office Suite preferred, especially with regard to using Excel and Access as reporting tools.
- Experience with mail merges and flat file uploads preferred.
- Proven experience using quantitative and analytical skills to enhance office processing.
- Strong attention to detail and ability to multitask a must.
- Professional and ethical work behavior with ability to maintain the highest level of confidentiality.

Contact Information:

Send letter of application and résumé including three references to:

Anna Chrissotimos, Director of Financial Aid
achrissotimos@msmny.edu

No phone calls, please.

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