Admissions and Financial Aid Data Coordinator
Role Overview

New York Law School is seeking a dynamic Admissions and Financial Aid Data Coordinator who will be responsible for the creation, collection, correlation, and organization of applications for admission to all programs at the Law School. S/he will be responsible for document follow-up with applicants, ensuring that all required materials are submitted before they enter the review process, as well as assigning files to members of the Admissions Committee. In addition, s/he will provide system support and will oversee the transfer of various electronic data files between the U.S. Department of Education and the Banner Financial Aid system. S/he will review and certify all aspects of the loan process and will serve as a back-up for members of the Admissions and Financial Aid Office. S/he will be required to attend on-campus admissions and financial aid events.

This position will report to the Associate Dean of Enrollment Management, Financial Aid, and Diversity Initiatives.

Responsibilities:

1. Manage and respond to inquiries from the admissions and financial aid inboxes.

2. Manage the application process by reviewing supporting documentation to ensure accuracy and completeness; schedule interviews when requested by the Associate Deans.

3. Prepare admissions files for review by the Admissions Committee.

4. Process loan increases, summer loan applications, consortium agreements, certification of private and bar study loans though electronic transfer process, and academic status changes.

5. Assist with data transfers, including transfers of federal and/or private loan data.

6. Perform other projects and duties as assigned, which may include but are not limited to assisting with the federal work-study process, system testing, loan reconciliation, and federal student loan exceptions and rejects.

Requirements:

A college degree, a minimum of two years of related experience, and sophisticated knowledge of PC database systems and database management are required. Typing and word-processing proficiency is also necessary, along with significant experience handling a large volume of mailings. Strong communication skills—including friendliness, patience, diplomacy, and a willingness to help—are highly valued. All applicants must be knowledgeable in ACES-2, Banner, and Microsoft Office.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the City, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and finance; government and public interest; and intellectual property, media, technology, and applied sciences. NYLS has more than 18,000 graduates and currently enrolls approximately 900 students in its full-time, part-time, and Two-Year Honors J.D. programs. The School also offers an advanced-degree program in Tax Law.

We offer an excellent comprehensive compensation and benefit package.

All candidates should send a cover letter **including salary history**, resume, and **<u>completed</u>** job application to jobs@nyls.edu. Find the application at www.nyls.edu. Please be sure to include your salary requirements and salary history when completing the application.

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