

**WE ARE NEW YORK'S LAW SCHOOL****Director of Financial Aid  
Office of Admissions and Financial Aid**

New York Law School (NYLS), located in the heart of Tribeca, seeks a dynamic professional to join our Office of Admissions and Financial Aid to provide guidance and expertise to candidates, students, graduates, and staff on all matters concerning financial aid policies and procedures in higher education. The position provides an opportunity to lead and develop a crucial department within our admissions and enrollment operations, and to be part of a fast-paced and innovative law school environment.

The Director of Financial Aid will oversee the day-to-day operations of the Financial Aid Office and will work closely with the Associate Dean of Enrollment Management, Financial Aid, and Diversity Initiatives to administer effective financial aid policies and procedures for all NYLS recipients. The Director will oversee the administration of and compliance with all federal, state, and institutional aid programs, valued at approximately \$50 million per year. The Director is an integral part of our recruitment and retention efforts and reports directly to the Associate Dean.

**Responsibilities**

In collaboration with the Associate Dean, the Director of Financial Aid will:

- Serve as a key leader and strategist to the team and the department.
- Engage a creative, collaborative, analytical, and proactive approach to help meet the enrollment and admissions goals of the institution.
- Efficiently and skillfully manage a complex financial aid process.
- Coordinate staff engaged in a variety of tasks related to the distribution of financial aid.
- Engage with internal and external stakeholders, including candidates, students, and recent graduates, on financial aid matters.
- Exercise extensive knowledge of financial aid policies and programs.
- Demonstrate excellent interpersonal skills, particularly in relating to prospective students.
- Maintain appropriate measure of confidentiality with respect to personal statements, financial data, and other confidential materials.

**Requirements**

- Bachelors degree
- Five to seven years of experience in student financial aid programs, preferably at a law school, plus a history of demonstrated growth and progressive responsibility
- Specialized knowledge of policies, programs, and practices for awarding financial aid

- Demonstrated ability to work independently and collaboratively, solve problems, and exercise good judgment and discretion
- Comprehensive knowledge of student computerized records systems, preferably the Banner system
- Proficiency with computer database management systems and Microsoft Office programs
- Ability to collect, analyze, and present data and complex data sets
- Exceptional technical skills for administering federal aid programs and compliance requirements
- Proven commitment to customer service and student satisfaction
- Ability to work with diverse groups and constituents.
- Support for the principles outlined in NYLS's Institutional Diversity Plan
- Availability for evening and weekend work when necessary during peak recruiting periods and/or admissions/enrollment events

### **Compensation and Benefits**

Compensation is highly competitive and commensurate with experience.

### **How to Apply**

Please submit a cover letter, resume and completed job application to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu). The application may be obtained at [www.nyls.edu](http://www.nyls.edu). Please be sure to include your salary requirements when completing the application.

#### **About New York Law School**

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, 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 financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls more than 1,000 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

**New York Law School is an Equal Opportunity Employer**