

**WE ARE NEW YORK'S LAW SCHOOL****Financial Aid Counselor**

New York Law School (NYLS), located in the heart of Tribeca, seeks a Financial Aid Counselor who will be responsible for providing system support and will perform electronic processes which move various data files between the Department of Education and Banner. In addition, the Counselor will process and certify all aspects of the loan process. They will provide counseling to incoming and continuing students on scholarships and the financial aid process, and will adjust financial aid packages as needed. Moreover, they will serve as a backup for various staff members in the office. The Counselor will be required to attend on-campus events hosted by the Admissions and Financial Aid Office when needed.

This position will report to the Director of Financial Aid and the Director of Federal Work Study Program and Financial Literacy.

Responsibilities

- Manage and respond to inquiries from the financial aid inbox and phone line.
- Assist with scholarship adjustments and award letters for newly admitted students.
- Assist with the process loan increases, summer loan applications, consortium agreements, certification of private and bar study loans through electronic transfer process and academic status changes for continuing students.
- Assist with the counseling of incoming and continuing students in the financial aid process.
- Manage financial aid internal calendar.
- Assist Director of Federal Work Study Program and Financial Literacy with financial literacy communications, programs, and federal work study.
- Assist Director of Financial Aid with internal and external financial aid reporting.
- Perform other projects and duties as assigned, which may include, but is not limited to outreach to admitted students, attending recruitment events, providing campus tours on behalf of NYLS, system testing, etc.

Requirements

- A college degree is required, and a minimum of three years related experience and sophisticated knowledge and demonstrated experience with PC database systems and database management.
- Must have experience in Banner and be proficient with Win SCP, Argos, and Microsoft Office Suite.
- Strong interpersonal skills with the ability to interact with diverse individuals and groups at all organizational levels, both inside and outside of the School.
- Demonstrated sound judgment and strong problem-solving skills.
- Significant experience in handling large volume of mailings.
- Excellent written and oral communication and interpersonal skills are a must. The person must be "people" oriented: friendliness, patience, diplomacy, and a helpful attitude are required attributes for this position.
- Strong commitment to customer service and teamwork.
- Ability to maintain confidential and sensitive information in a professional and respectful manner.
- Excellent time management skills.

Compensation

NYLS offers a comprehensive compensation and benefits package.

How to Apply

Please submit the following (in PDF format) to jobs@nyls.edu:

- Resume
- Cover letter
- Salary requirements

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 around 1,100 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

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.