

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

New York Law School (NYLS), located in the heart of Tribeca, seeks a Director of Financial Aid, who will be a key member of the Office of Admissions and Financial Aid.

The successful candidate will work closely with the Associate Dean and Vice President for Enrollment Management, and Institutional Diversity, Equity, and Inclusion on all aspects of Financial Aid with regards to day-to-day operations and internal policies and procedures that adhere to federal guidelines. They will assist with the oversight of all aspects of federal, state, and institutional aid programs, averaging \$50 million per year. The Director is integral to the generation of revenue for NYLS as well as recruitment and retention efforts. The Director of Financial Aid will report to the Associate Dean and President for Enrollment Management, and Institutional Diversity, Equity, and Inclusion.

**Responsibilities***Financial Aid Management*

- In collaboration with the Associate Dean, provides leadership and oversight for the operations and activities of the Office of Financial Aid, and develops and recommends strategic goals and objectives.
- Manages and directs financial aid staff on administering federal, state, and institutional funds, including scholarships, grants, and education loans. Develops and implements financial aid policies and procedures in accordance with federal, state, and institutional regulations and policies.
- Develops campus-wide policies and/or strategies affecting financial aid services, programs and processes and trains and develops staff.
- Responsible for institutional compliance with regulations, including communicating information about compliance with NYLS administration, and participates in annual A-133 audit.
- Ensures that financial aid related communications, in all forms and delivery methods, meets federal regulations.
- Drives technical initiatives, oversees implementation of software functionality and maintenance, which includes the Banner New Year Roll.
- Works closely with the Associate Dean to prepare statistical reports for external agencies, analyzes data for policy development and program management.
- Continually seeks opportunities to keep proficient and updated with the most effective and efficient policies, processes, and systems.
- Confers with other financial aid professionals and participates in professional development efforts to obtain information and training in specific financial aid matters.
- Counsels incoming and continuing students and alumni on all financial aid related matters, which includes, but is not limited to financial aid awards, loan increases and repayments, budget management, and scholarship opportunities.
- Develops and conducts financial aid workshops and webinars on and off campus.
- Works closely with the Accounting Office to ensure accurate and timely exchange of information and awards within the School's information system.
- Works closely with the Office of Instructional Development in overseeing the Donor Scholarship program.

### *Admissions and Enrollment Management*

- Assists in Admission's recruiting and marketing efforts, on occasion.
- Participates in the NYLS's Open House and other events sponsored by the Office of Admissions and Financial Aid.
- Additional duties as assigned.

### **Requirements**

- Bachelor's degree required.
- Five to seven years of experience in student financial aid programs, preferably at a law school, with a history of demonstrated growth and progressive responsibility.
- Strong interpersonal skills in working with students, faculty, alumni, and professional colleagues.
- Specialized knowledge of policies, processes, 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, Banner a must, and proficient with computer database management systems and Microsoft Office programs.
- Ability to effectively collect data, interpret data, and effectively communicate and present to management.
- Proven commitment to the principles of customer service/student satisfaction models and possesses the ability to work with diverse groups and constituents.
- Must support, embrace, and promote NYLS's Institutional Diversity Plan.
- Working hours may include evenings and weekends.

### **Compensation**

NYLS offers a comprehensive compensation and benefits package.

### **How to Apply**

Please submit the following (in PDF format) to [jobs@nyls.edu](mailto: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, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.