



**Amherst College
Office of Human Resources**

**JOB
DESCRIPTION**

Title: Associate Dean of Financial Aid

Department: Office of Financial Aid Reports to title: Dean of Financial Aid

Full Time: X Part Time: _____ Date Prepared:
7/28/2020

Job Group & Level: PT-4 Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week:
40

(Summer Months) Months Per Year: _____ Hours Per Week:

1. Summary of Position:

The Associate Dean of Financial Aid is a key member of the financial aid team at Amherst College, supporting one of the most racially, ethnically, and socioeconomically diverse student bodies of any highly selective college in the country. As a member of the financial aid deans team, the Assistant Dean plays a leadership role in policy and practice for an institution widely admired by financial aid and access professionals. This role includes significant opportunity for financial aid and college access leadership on a national scale.

The Associate Dean of Financial Aid is responsible for Federal and Institutional financial aid review, correspondence and administration of an assigned caseload of admitted and continuing

student applicants. Counseling areas include financial aid opportunities, application policy and procedures, financial planning, mid-year and appeal review, as a member of the appeal committee. Contributions will be made to policy and procedure review and development as part of the professional staff team.

The Associate Dean leads the administration of financial aid for students living internationally (all international students as well as domestic students living abroad), including the determination of their financial need, fund management and support in completion of documentation required for Visa issuance.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

55% Federal and Institutional Financial Aid

- Perform file review and revisions for assigned caseload of admitted and continuing students.
- Counsel applicants, students and parents in-person, via phone and via email regarding all aspects of financial aid opportunities, application, policy and procedures, as well as financial planning for college.
- Review appeals of financial aid decisions; participate in appeals committee; respond to appeals and perform mid-year reviews.
- Perform federal Verification in accordance with federal requirements and resolve need analysis results between federal and institutional applications.
- Assist with the formulation of financial aid policies.
- Conduct New Student Orientation Sessions on Financial Planning, along with other professional staff.
- Special projects as assigned by the dean.

30% Specialty Program Management

- Serve as liaison with Fellowships Office; certify current and former student eligibility
- Serve as liaison with Office of Global Education; coordinate international financial document certifications

10% Foreign National Information System (FNIS) Management

- Manage the processing and communication with International students to record information necessary for the accurate processing of treaty benefit eligibility in tax responsibility

5% Performs other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Internal and/or external interaction for the purpose of exchanging information, advising and responding to inquiries.

4. Education: (include certifications and licenses)

Required: A bachelor's degree in a relevant field

Preferred: An advanced degree in student personnel or similar fields

5. Experience: (List specific skills necessary to perform this job)

Required:

- Experience and commitment to working with a diverse and inclusive environment with the ability to work with diverse constituencies from varied social, educational and economic backgrounds
- Experience working with and sensitivity to the needs of students from diverse and economically disadvantaged backgrounds
- Five to seven years of understanding and application of Title IV Federal Financial Aid regulation with policy and program administration duties
- Knowledge and experience with institutional methodology
- Thorough knowledge of the principles and practices of Federal/State Student Aid programs and the ability to apply knowledge to situations where precedents do not exist or are ambiguous; must be sensitive to the needs of individuals while maintaining the legal and fiscal integrity of federal, state and institutional aid programs
- The ability to analyze complex situations and determine appropriate courses of action while engaged with students in personal interactions of a sensitive nature; create solutions to student problems that utilize the full range of College resources
- Excellent verbal and written communication, and interpersonal skills

Preferred:

- Advanced experience with financial aid systems, preferably Powerfaids (financial aid software), Datatel/Colleague (institution enterprise system), federal and state and loan processing web sites (including COD, EdConnect, NSLDS, etc)
 - Fluency in a language other than English
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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Vision – normal concentration and manual dexterity; repetitive motions including hands, fingers and wrists; extensive use of computers and reading of financial aid documents; lift, carry, push and pull 10 lbs

7. Decision Making:

- Works independently and is expected to exercise discretion and independent judgment in carrying out responsibilities
 - Participates in a collaborative approach making recommendations to Dean of Financial Aid to establish guidelines/procedures/policies and seamless office administration
 - Maintains confidentiality of student records in compliance with Family Education Rights and Privacy Act (FERPA)
 - Responds well under pressure including responding to a variety of issues and situations in a calm, friendly, and professional manner
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8. Supervision Exercised/Received:

Minimum supervision received by the supervisor.

Supervisory Responsibility: Yes X No

Number of Employees Supervised: 0