

**About NewSchool of Architecture & Design:** NewSchool of Architecture & Design (NewSchool) is a globally recognized and awarded design university known for its forward-thinking professors, an inspiring campus community, and top industry connections and collaboration opportunities.

**Position Summary:**

NewSchool is seeking a Financial Aid Counselor that will assist in the administration of multi-faceted federal, state and institutional financial aid programs primarily through the determination of financial need and awards while simultaneously counseling parents and students on aid programs consisting of grants, loans, scholarships and work study opportunities.

**Essential Duties and Responsibilities:**

- Determine financial need for a caseload of prospective/current undergraduate and graduate students and document information accordingly in PowerFAIDS and Salesforce (CRM systems).
- Create offers of financial aid based on current regulations/guidance.
- Communicate NewSchool's methodology (internal/external) and the type/level of awards available/offered in support of recruitment and retention efforts.
- Review all pertinent internal and external data and reports to ensure aid is being processed timely and accurately, including, but not limited to registration reports, ISIRs, and transfer credit evaluations.
- Re-determine financial need for a caseload of prospective/current undergraduate and graduate students in light of new or changed information not on original applications or due to program changes. Revise offers of financial aid based on professional judgement utilizing institutional policy and guidance set forth from the U.S. Department of Education.
- Conduct informational presentations and workshops to prospective and current students highlighting and navigating the Financial Aid process at NewSchool.
- Perform regular file reviews to ensure compliance with institutional, state, and federal regulations; adjust student aid packages and funds based on changes to students' enrollment statuses.
- Exercise discretion and demonstrate strong professional judgment when making decisions in special or complex circumstances; seek assistance from the Director and, when appropriate, provide recommendations to best resolve these cases.
- Remain current on all institutional, state, and federal regulations; participate in regular training and professional development on best practices to ensure compliance.
- Represent the Office of Financial Aid at NewSchool events, workshops, and presentations including Open Houses, Accepted Students' Days, student registration events, and orientations.
- Participate as appropriate in systems/procedures planning and management
- Assist the Financial Aid department with other projects and assignments as needed.

**Education & Experience:**

- Bachelor's degree required
- 2-4 years of experience working in financial aid department
- Knowledge of financial aid management systems and/or student information systems.
- Strong interpersonal skills, including the ability to cultivate and manage relationships with students and their families
- Must demonstrate strong verbal and written communication skills.
- Must be detail-oriented and organized with the ability to self-manage multiple projects while working under deadlines in a constantly changing, fast paced environment



**Reports To:** Director of Financial Aid

**Supervisory Responsibility:** No

**Working Conditions:**

Normal office conditions including some telecommuting / remote work. Work is performed primarily in a standard office environment but may involve exposure to moderate noise levels. Work involves operation of personal computer equipment for six to eight hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

**How to Apply:**

Please submit your cover letter and resume as a single attachment when applying to [careers@newschoolarch.edu](mailto:careers@newschoolarch.edu).

***NewSchool of Architecture & Design is an equal opportunity at will employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.***