

**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 provide system support and perform electronic processes to move various data files between the Department of Education and the NYLS Banner system. In addition, the Financial Aid Counselor will process and certify all aspects of the loan process, counsel incoming and continuing students on scholarships and the financial aid process, and adjust financial aid packages as needed. Moreover, this position will serve as a backup for various staff members in the office. The Financial Aid Counselor will be required to attend on-campus events hosted by the Admissions and Student Financial Services Office when needed.

The Financial Aid Counselor must exhibit collegiality in a team environment and the ability to maintain an inclusive, accessible, and professional atmosphere in the office. In addition, this person must understand the importance of cultural awareness and agility and commit to working effectively with individuals from diverse backgrounds.

This position will report to the Executive Director of Financial Aid.

**Responsibilities**

- Manage and respond to inquiries from the financial aid inbox and phone line.
- Manage the financial aid internal calendar.
- Assist with the preparation of financial aid award letters for newly admitted students.
- Assist with the manual process of scholarship adjustments.
- Assist with the process of loan increases, summer loan applications, consortium agreements, certification of private and bar study loans through electronic transfer processes, and academic status changes for continuing students.
- Assist with the counseling of incoming and continuing students in the financial aid process.
- Assist the Executive Director of Financial Aid with internal and external financial aid reporting.
- Coordinate and oversee the donor scholarship process.
- Participate in events sponsored by the Office of Admissions and Student Financial Services.
- Perform other projects and duties as assigned, which may include but are not limited to: admitted students outreach, attending recruitment events, providing campus tours, system testing, updates and training, etc.
- This position's responsibilities include any other duties needed to help drive the school's goals, priorities, and outcomes; fulfill our mission; and abide by our organizational values.

**Requirements**

- A college degree is required, as well as a minimum of three years of related experience, 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 the Microsoft Office Suite.
- Ability to collect, interpret analyze data.
- Strong interpersonal skills, with the ability to interact with diverse individuals and groups at all organizational levels, both inside and outside of the Law School.
- Demonstrated sound judgment and strong problem-solving skills.
- Significant experience in handling large volumes of mailings.
- Excellent written/verbal communication and interpersonal skills are a must. The candidate 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 work under pressure.
- Ability to multitask.
- Ability to maintain confidential and sensitive information professionally and respectfully.
- Excellent time management skills.
- Availability from 10 a.m. to 6 p.m. Monday through Thursday and 9 a.m. to 5 p.m. on Friday. Some evening and weekend work is required.

## Compensation and Benefits

This position offers a salary range of \$60,000 to \$70,000 per year and a highly competitive benefits package.

## How to Apply

Please submit a cover letter, salary requirements, and résumé to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu).

### 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.