

Job Description

Position: Financial Aid Officer	Location: Boston, MA
Reports To: Financial Aid Director	Status: Full Time, Exempt

New England College of Business and Finance (NECB)

Founded in 1909, New England College of Business (NECB) has evolved into a regionally accredited bachelor and master-degree granting business college offering online degrees in Business, Finance, and Business Ethics and Compliance. Expansion plans for 2012 include new programs in Healthcare, Public Administration, and Information Technology. Courses are offered through NECB's proprietary state-of-the-art online EPIC Learning Management System. NECB student population is comprised primarily of working adults from 35 states with the majority in New England. In 2011 the U.S. Department of Education recognized NECB as the most affordable private college in New England. The college has a history of developing corporate client relationships which drive new student enrollment. Located in the heart of Boston's Financial District, NECB is just two blocks from South Station with easy access to the Red, Green, and Orange Lines.

Primary responsibilities:

- Serve as a Financial Aid resource person for students, parents, college staff, federal and state agencies and general public.
- Assist the student and/or parent in completing Free Federal Application for Student Aid (FAFSA).
- Prepare Financial Aid Award Package to finance new and returning students.
- This position is responsible for maintaining student financial aid files for various aspects of the financial aid verification and corrections process.
- Review and evaluate financial aid applications, perform needs analysis, formulate financial aid packages, and verify documentation submitted by students and families.
- Use professional judgment in responding to a student's unique circumstances.
- Monitor NSLDS reporting activity and transfer monitoring list.
- Monitor Satisfactory Academic Progress.



- Enter and adjust if necessary all award information in the Financial Aid software and assist in overall functioning of the Financial Aid Program operation.
- Maintain knowledge of current Federal and State regulations.

Qualifications:

- Associate's degree preferred.
- Previous work experience in a financial aid office or educational setting is preferred.
- Proven ability to be detail oriented and analytical.
- Previous experience working with GI Bill and Veteran's benefits, desirable.
- Experience with Campus Management Inc.'s Campusvue software a plus.
- Comfortable working with computers and computer software especially Microsoft Excel, Word and Outlook.
- Good Communications Skills, especially the ability to communicate well by phone and email.
- Ability to Work in a team Environment.
- Weekend or evening hours may be necessary.

TO APPLY: Interested candidates should send their resume via email to jobs@NECB.edu Please make sure to reference the job that you are interested in applying for IN THE SUBJECT LINE of your email. The position will remain open until filled by a qualified applicant. Please submit salary requirements with resume.