



Pardes Mission: Pardes Jewish Day School prepares students to become outstanding members of society through a rigorous secular and Judaic education, a nurturing community, and a foundation in Reform Judaism that welcomes all Jewish traditions.

POSITION:

Financial Assistance (FA) Coordinator

2022-2023

REPORTS TO: The Director of Admission and Enrollment Management

(This is an exempt, part-time, year-round position that can be done locally and remotely.)

DUTIES, AND RESPONSIBILITIES:

- Coordinates the process by which families apply for and receive Student Tuition Organizations (STO) awards as tuition assistance in excess of 1.75M annually
- Maintain working relationships with Tuition Aid Data Services (TADS) or third-party information clearing house, eight STOs currently, and the Jewish Tuition Organization (JTO) chiefly.
- Educates families as to process and funding options
- Hold individual meetings with each family after an application to TADS has been filed for training purposes
- Create collaboratively, informational videos for training purposes
- Review 200 plus completed files annually
- Assists the Advancement team in promoting AZ Tax Credit programs
- Work collaboratively with the Student Accounts Manager, Director of Admission, and one faculty member from each division as part of the FA Committee;
- Communicate scholarship awards to families and hear reasonable appeals

ESSENTIAL REQUIREMENTS,

- Strong people skills; ability to deliver disappointing news in constructive ways
- A deep understanding of the value of and need for privacy and confidentiality
- Willingness to seek and accept help from myriad resources on various funding opportunities and regulations
- Strong organizational skills; creative problem-solving abilities
- Familiarity with AZ Tax Credit statutes and a willingness to deepen your understanding is a plus
- Flexibility; can be available to parents as needed;
- Maintain a visible presence in the school
- Keep the FA committee and the Director of Admission informed of all related matters
- Perform other duties as assigned by the head of school

ADDITIONALLY, SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- A facility with simple spreadsheets
- A commitment to accurate recording keeping
- An affable demeanor and unflappable comportment
- A deep understanding of the value of privacy and confidentiality

OTHER REQUIREMENTS:

- Must be able to pass an initial fingerprint and background clearance check and maintain a valid fingerprint clearance card at all times
- May be required to work outside normal working hours.
- May be required to travel to perform work functions.
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.

Interested applicants should submit a current resume and contact information to Susan Blease, Assistant to the Heads of School, at sblease@pardesschool.org

Pardes Jewish Day School, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.