Position: Assistant Director of Financial Aid for the School of Arts and Sciences

Location: Montreat, NC

Start Date: June 2, 2014

Summary: The Assistant Director will be knowledgeable in state and federal regulations. The Assistant Director must be proficient in the packaging philosophy of aid at Montreat College. The Assistant Director must be able to effectively recruit and retain students using financial aid as a tool. This must be done within the confines set by the U.S. Department of Education, State agencies, other constituencies, and Montreat College.

Duties and Responsibilities:
- Assist students and parents with the financial aid process, including awarding within full compliance of state, federal and institutional regulations.
- Serve as the Chief Information and Compliance Officer for the Financial Aid Office by creating and processing reports on a regular basis as well as needed.
- Serve as the technical liaison for PowerFaids (Financial Aid Management Software) in working with the Informational Technical Department and Financial Aid.
- Administer the North Carolina Need Based Scholarship Program.
- Provide training in PowerFaids as needed to various staff members.
- Assist the Director with any additional duties as needed to ensure the compliance of the Financial Aid Office.

Qualifications:
The Assistant Director will have a strong working knowledge of PowerFaids and preferable PowerCampus. This position will be able to accurately award federal, state, and institutional aid in compliance with the current regulations. The Assistant Director must have excellent interpersonal communication skills when discussing financial aid with students, parents, and peers. Knowledge in simple accounting practices and guidelines is recommended.

Education/Experience:
Working PowerFaids knowledge is required. PowerCampus knowledge is preferred. Knowledge of institutional awarding philosophy is required as well as federal awarding regulations and guidelines. Must be able to demonstrate trustworthiness with confidential information; be self-directed and a good communicator. Candidates should demonstrate a testimony of relationship with Jesus Christ on and off campus.

The Assistant Director must possess a Bachelor’s degree from an accredited College or University. Master’s Degree Preferred.

Application Requirements/How to Apply:
Submit Cover Letter, Resume, and Statement of Faith to:
Jill Gable
Acting Director of Financial Aid
P.O. Box 1267
About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.