Position: Director of Financial Aid

Location: Montreat, NC

Application Deadline: Open Until Filled

Start Date: July 27, 2015

Summary:
Lead the management and administration of the financial aid office and its functions, including but not limited to operations, budget preparation, and preparation of federal, state, and district reports, maintenance of federal fund budgetary controls and regulatory compliance. Provide leadership and direction for the delivery and coordination of federal, state and institutional student financial aid and services to students. Develop and maintain an organized flow of data and communications to internal and external constituents. In collaboration with the VP, identify strategic activities and initiatives to increase recruitment and retention of students.

Supervision:
This position reports directly to the Vice President for Enrollment Management.

Responsibilities:

**Essential job responsibilities include but are not limited to:**

- With a focus on the support of Montreat’s net tuition revenue goals:
  - Direct and coordinate the packaging and disbursements of student financial aid and the maintenance of student financial aid records.
  - Oversee the day-to-day operations of the financial aid office. Provide direct supervision of all financial aid staff and ongoing training.
  - Provide a high level of customer service to all prospective and current students and their families.
  - Maintain compliance with all federal, state and local regulations governing student aid programs. Manage and coordinate response to program reviews and audits.
  - Recommend, interpret, and administer financial aid policies ensuring compliance with pertinent federal, state and local laws and contractual regulations. Communicate these changes to financial aid staff and external departments as needed.
  - Produce and/or assign mandatory federal and institutional reports.
  - Coordinate financial aid operations and maintain ongoing communication with other departments, including admissions, registration, student accounts, business office, etc.
  - Ensure compliance and training with all applicable software systems used including but not limited to PowerFaids, PowerCampus, NCLSDS, CFNC.org, CPS, etc. Coordinate the development, implementation and maintenance of automated financial aid systems with the college IT staff.
  - Research, analyze, develop and recommend departmental processes and procedures to increase/improve operational efficiency and to ensure proper controls and regulatory compliance.
• Identify liaisons with federal, state, county, and other agencies to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid.
• Prepare reports and correspondences as needed by external and internal constituents.
• Take the lead role in resolving student problems and/or complaints and initiate corrective action as appropriate.

Secondary job responsibilities include but are not limited to:
• Assist with special events involving prospective and/or current students and their families.
• Assist with miscellaneous departmental duties as assigned.
• Participate in college committees as required or assigned.
• Attend and participate in professional groups, seminars and/or courses to enhance professional skills.

Qualifications:
Minimum Education/Experience:
• Bachelor’s degree required; Master’s degree preferred
• Financial aid/accounting/banking experience strongly preferred
• Demonstrate and articulate a personal Christian faith

Knowledge, Skills and Abilities:
• Strong desire to promote Christ-centered higher education
• Ability to perform in a fast-paced, high-performing, goal-oriented environment
• Previous experience with a financial aid system such as Banner, Data-Tel, or PowerFaids
• Excellent written and oral communication skills
• Service-oriented
• Ability to interact with a variety of individuals in a professional, courteous and tactful manner
• Ability to demonstrate organizational and management skills
• Ability to work independently without close supervision
• Ability to obtain and maintain a valid driver’s license
• Ability to travel to campus locations
• Ability to prioritize tasks, completing them accurately and in a timely manner
• Ability to maintain a flexible schedule, working some evenings and weekends
• Knowledge and deep understanding of technology

Application Requirements:
Send resume and statement of Christian faith to:

By Mail:
Montreat College
Kristin Janes
Vice President for Enrollment Management
P.O. Box 1267
Montreat, NC 28757

Email to: EMjobs@montreat.edu
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 associates 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.