Position: Enrollment Management Receptionist

Location: Montreat, NC

Application Deadline: Until Filled

Start Date: February 1, 2015

Summary: The Financial Aid and Admissions Receptionist serves as the initial contact for students, faculty, and staff via phone, email, and in-person. This role will provide support functions primarily for the Financial Aid and Student Accounts Offices.

Duties/Responsibilities:
- Greets students and visitors, answers general financial aid and admissions questions, and directs them to appropriate staff as needed
- Answers and directs all incoming phone calls and faxes
- Handles sensitive student financial and personal information with confidentiality and discretion
- Prepares outgoing mail and checks, sorts, and distributes all incoming mail
- Performs filing, computer data entry and other clerical support and maintenance on all student aid files
- Assists with the planning and coordinating of Financial Aid department travel including management of staff calendars for setting up appointments for students
- Manage basic cashiering duties and take payments, reconcile payments, and other duties as needed by the Business Office
- Performs other duties as assigned

Qualifications:
○ Must be willing to contribute actively to the mission of the College and demonstrate such support
○ Requires knowledge of basic office practices and telephone etiquette
○ Must be able to work independently and be capable of multi-tasking when handling a variety of responsibilities within the reception area
○ Ability to maintain a high degree of confidentiality
○ Minimum 1 years of prior secretarial and/or administrative support required
○ Strong computer and customer service skills required
○ Position requires occasional evening and weekend hours during enrollment period
○ Maintain high level of maturity when working with students and families and staff

Supervision:
Director of Financial Aid

Education/Experience:
High school diploma or equivalent required and a Bachelor’s degree is preferred.

Application Requirements:
Submit Cover Letter, Resume, and Statement Of Faith to:

Jill Gable
Director of Financial Aid
P.O. Box 1267
Montreat, NC 28752
Email: jgable@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.