Position: Financial Aid Counselor for the School of Professional and Adult Studies

Location: Montreat, NC

Application Deadline: Open Until Filled

Start Date: January 2, 2015

Summary: The Financial Aid Counselor advises students in the School of Professional and Adult Studies.

Duties/Responsibilities:

- The Counselor will become knowledgeable in state and federal regulations. The Counselor must be proficient in the packaging philosophy of aid at Montreat College. The Counselor 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.
- Specifically answering financial aid questions as well as assisting with questions regarding their student account.
- Responsible for packaging awards for a defined selection of students in the School of Professional and Adult Studies.
- Administers the Federal and Montreat Work Study Programs. Includes determining the awards, confirming the accuracy of those awards, tracking required work study paperwork, reconciling the program monthly, acting as liaison with off-campus work study supervisors. Prepare earnings reports as needed.
- Serves as a resource to the School of Arts and Sciences when additional resources are necessary.

Qualifications:
Counselor will be able to accurately reconcile the Work Study Programs (both Federal and Montreat). The Counselor must be able to consistently apply these guidelines and regulations when packaging awards for students. Knowledge in simple accounting practices and guidelines is recommended.

Personal Attributes:
The Counselor must have excellent interpersonal communication skills when discussing financial aid with students and/or their parents.

Supervision:
Director of Financial Aid
Education/Experience:
The Counselor must possess a Bachelor's degree from an accredited College or University. This is considered an entry level position. No previous experience is required. Some experience and/or academic training in a business related field is favored.

Application Requirements:

Send resume and statement of Christian faith to:

By Mail:
Montreat College
Jill Gable
Director of Financial Aid
P.O. Box 1267
Montreat, NC 28757

Or email to: 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.