Position:  Financial Aid Counselor

Location:  Montreat, NC

Application Deadline:  Until Filled

Start Date:  August  2015

Summary:
Support the delivery of federal, state and institutional student financial aid and services to students in the School of Arts and Sciences. Assist with financial aid application analysis, award determination and packaging, and financial aid counseling for students in such a way as to increase the recruitment and retention of students.

Reports to:  Director of Financial Aid

Duties/Responsibilities:

Essential job responsibilities include but are not limited to:

With a focus on providing excellent service to prospective and current students:

- Assist in the delivery of student financial aid and the maintenance of student financial aid records
- Process financial aid applications, verifying application data, determining eligibility, issuing and/or revising awards, and monitoring student progress for continued eligibility in a timely and accurate manner.
- Serve students with regard to the financial aid process in person, over the phone and email, and through public presentations.
- Assist with financial aid compliance responsibilities by creating and processing reports as needed.
- Assist with loan processing
- Be knowledgeable about federal, state, and institutional rules, regulations and procedures related to student aid. Remain current on U.S. tax rules and tuition programs.
- Assist the department in researching, developing, and recommend departmental processes and procedures to increase/improved operational efficiency and to ensure proper controls and regulatory compliance.
- Assist in maintaining an organized flow of data, files, and communications to internal and external constituents.
- Oversee student workers who assist in meeting financial aid and enrollment goals.
Secondary job responsibilities include but are not limited to:

Assist with special campus events involving prospective students and their families.
Assist with miscellaneous departmental duties as assigned.
Serve as a resource to the Adult & Graduate Studies program when additional resources are necessary.
Attend and participate in professional groups, seminars and/or courses to enhance professional skills.

Qualifications:

Minimum Education and Experience:
Bachelor's degree required
Financial aid/accounting/banking/customer service 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
Excellent written and verbal communication skills
Service oriented
Ability to interact with a variety of individuals in a professional, courteous and tactful manner
Ability to demonstrate organizational skills and an acute attention to detail
Ability to obtain and maintain a valid driver’s license
Ability to travel to campus locations
Ability to work independently without close supervision
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:
Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1) Professional Resume
2) Cover letter
3) Personal testimony of salvation
4) List of three professional references

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