



Position: Student Financial Services Counselor

Reports to: Associate Director of Student Financial Services

Responsibilities:

Essential job responsibilities include but are not limited to:

Establish and maintain positive relationships with an assigned group of students so as to provide superior care and attention with regard to their financial aid package and student account.

For the assigned students:

Monitor tracking reports to ensure timely submission of documents

Manage verification process

Monitor and collect accounts receivable balances

Handle R2T4s, drops, withdrawals

Serve as initial point of contact for processing refunds, book vouchers, etc.

Ensure completion of exit counseling

Ensure timely financial aid awarding, auto-packaging and communication flow

Establish and maintain positive relationships as primary point person from initial enrollment through graduation

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.

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 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 Process:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1. Completed Application

<https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>

2. Professional Resume
3. Cover letter
4. Personal testimony of salvation
5. 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.