



Position: Student Financial Services Counselor

Reports to: Associate Director of Student Financial Services

A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College.

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 Requirements:

1. Complete [application](#).
2. An updated resume.
3. Personal statement of Christian faith.
4. Three professional references.

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.