



**Position:** Certification Specialist

**Summary:** The Certification Specialist provides certification support to the Main Campus Registrar and the Associate Registrar and Director of Academic Advising for Adult and Graduate Studies.

**Duties and Responsibilities:**

The primary function of this position will be certification tasks and coordinating communication with students (and other stakeholders) related to international certification and veterans education benefits certification. This position will perform data management tasks in support of practices, policies, and procedures for which the unit is responsible.

**International Student Certification:**

- Serve as a Designated School Official (DSO) for the Student Exchange/Visitor Program (SEVP)
- Coordinate with Admissions DSO to gather complete information on incoming students.
- Prepare and issue I-20's to eligible international students
- Verify presence of international students each semester
- Advise Principal Designated School of Official on certification or termination international student each semester
- Monitor international student enrollment for changes and taking appropriate action as needed (weekly)
- Monitor international students' eligibility and take appropriate action to help each student maintain nonimmigrant status in accordance with federal laws and Montreat policies
- Maintain SEVIS data on each international student.
- Manage Optional Practical Training (OPT) program for international students
- Maintain institutional records on each international student.
- Coordinate with PDSO to ensure the College remains in compliance with SEVP standards
- Generate reports on international student enrollment on a semester and annual bases
- Lead annual recertification processes for the College

**Veterans Affairs Benefits Certification for All Schools:**

- Serve as primary School Certifying Official (SCO) for Montreat College
- Work with students to determine eligibility for VA benefits
- Work with eligible students to submit documentation for certification
- Submit student data to VA via VAONCE for student certification
- Coordinate with Student Financial Services to ensure accurate payment of benefits
- Maintain complete documentation on all students receiving benefits
- Perform data entry in Jenzabar to reflect VA benefit status of each student
- Maintain correspondence from VA
- Report changes in academic programs to NC SAA
- Monitor students semester enrollment weekly and report updates to VA
- Communicate timely with incoming and continuing students regarding certification status
- Generate VA benefited student enrollment reports on semester and annual bases
- Lead annual reapplication processes with NC SAA for the College



**Other Duties (as assigned):**

- Support the work of the office during peak periods related to data entry, graduation/commencement, and records management.

**Qualifications:**

The successful candidate will demonstrate a professional and personal commitment to the mission, vision, and values of Montreat College. That commitment includes agreement with the published Statement of Faith found here: <https://www.montreat.edu/about/mission/>

The ideal candidate will have experience working in a records office or other office environment where data integrity, technology applications, and customer service are top priorities.

Qualifications and expectations will include, but are not limited to the following:

- A willingness to be part of a team working in a goal-oriented environment.
- Maintain an organized flow of data and communication between Office of Records and Registration, other administrative offices, remote campus personnel and students.
- Critical thinking and problem solving skills with great attention to detail.
- Excellent customer service and communication skills.
- Proficient in use of Microsoft Office programs.
- Knowledge of computerized student databases and student information systems preferred.

**Education/Experience:**

Bachelor's degree including knowledge in or experience with information systems.

**Supervision:**

Registrar

**Application Requirements/How to Apply:**

Review of applicants will begin immediately and continue until the position fills. We request candidates send the following materials:

- 1) Application <https://www.montreat.edu/about/job-openings/application/>
- 2) Cover Letter
- 3) Résumé
- 4) All College Transcripts
- 5) Statement of Faith
- 6) List of Three Professional References with Contact Information

Send materials by email to:

Dr. Fred L. Miller Jr, Ed.D.

Registrar

Montreat College

Fred.miller@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. Additional locations in Asheville, Charlotte, and other cities 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.