



Position: Associate Director of Student Financial Services

Location: Montreat, NC

Position Summary:

Assist in the delivery and coordination of federal, state and institutional student financial aid and services to students. Be directly involved in the areas of financial aid application analysis, award determination and packaging, and financial aid counseling for students and parents. In collaboration with the Director of Student Financial Services and the VP for Enrollment Management, identify strategic activities and initiatives to increase net tuition revenue.

Responsibilities:

Essential job responsibilities include but are not limited to:

With a focus on net tuition revenue goals:

- Assist in the delivery of student financial aid and the maintenance of student financial aid records
- Assist with financial aid compliance responsibilities by creating and processing reports as needed
- Serve as the technical liaison for PowerFails with the IT Department. Provide training in PowerFails to staff members.
- Work with the Advancement Office to manage institutional funds and keep Advancement informed of which students receive which donor funds from the endowed and temp restricted scholarships on an annual basis in conjunction with the Admissions Office.
- Partner with Admissions to ensure that all prospective students receive helpful and timely financial aid information and understand their offer of financial aid.
- Assist in the resolution of student problems and/or complaints and initiate corrective action as appropriate.
- Prepare reports and correspondence as needed by external and internal constituents.
- Assist in the development of financial literacy initiatives to educate students about financial aid.
- Assist in the recommendation, interpretation, and administration of financial aid policies ensuring compliance with pertinent federal, state and local laws and contractual regulations.
- Assist the Director in researching, developing, and recommend departmental processes and procedures to increase/improved operational efficiency and to ensure proper controls and regulatory compliance.
- Maintain and update financial aid information on the website and in other college material.
- Manage loan processing.
- Hire and train student workers who assist in meeting financial aid and enrollment goals.

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
- Participate in college committees as required or 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
- A personal commitment to Jesus Christ and support of the Christian character and mission of Montreat College found here: <https://www.montreat.edu/about/mission/>

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
- Ability to interact with a variety of individuals in a professional, courteous and tactful manner
- Service Oriented
- Ability to demonstrate organizational skills and an acute attention to detail
- Ability to work independently without close supervision
- Ability to obtain and maintain a valid driver's license
- Ability to travel to campus locations
- 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 basic computer skills

Application Materials:

- Complete Application <https://www.montreat.edu/about/job-openings/application/>
- Cover letter reflecting the candidate's ability to perform the job as detailed in the job description.
- An updated résumé.
- Personal statement of faith.

Send cover letter, résumé, and statement of faith to:

Jeremy Hurse
Director of Student Financial Services
P.O. Box 1267
Montreat, NC 28757

Or by email to: jeremy.hurse@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.