

BELHAVEN UNIVERSITY

Position Title: Financial Aid Counselor

Department: Financial Aid

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

This entails counseling students in person, over the telephone and via electronic communications in their effort to attain the best possible financial aid plan for their educational goals. Other responsibilities include verification and packaging student files for accuracy and compliance with regulations including student cost of attendance, award eligibility, and Return of Title IV.

Responsibilities

- Counseling students and parents via phone calls, emails and in person.
- Verification of all required data for determining student eligibility for financial aid in accordance to current federal, state and institutional policies.
- Responsible for monitoring student files to prohibit over-awards due to enrollment changes and/or package adjustments.
- When aid package adjustments are necessary, communicate with students and staff to educate and advise.
- Attend regular training in customer service and student financial aid administration training to develop an increasing understanding for administering federal, state and institutional aid in the most professional, effective manner.
- Determines eligibility and awarding of Federal Work Study Program.
- Performs Return of Title IV calculations.
- Processes and packages student award offers.
- Processes and awards outside aid.
- Perform other duties as may be assigned

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- Bachelor's degree or equivalent education.
- Relevant and current Ellucian Colleague Financial Aid module experience preferred.
- Proficiency in Microsoft Office, specifically Excel worksheets and formulas
- Strong organizational, analytical, planning, and communication skills
- Excellent communication skills, both verbal and written.
- Ability to work both independently and collaboratively in a dynamic and demanding environment.
- Proven ability to manage multiple complex assignments with sensitivity to deadlines, priorities and changing circumstances.
- Demonstrated professional work ethic and positive, problem-solving attitude and troubleshooting skills

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.
<https://www.belhaven.edu/about/mission/>

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link
<https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf>
to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Email complete application packet to:

Jessica Bagwell
Assistant Director of Financial Aid
jnbagwell@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.