

# BELHAVEN UNIVERSITY

The Financial Aid Counselor contributes to the mission of Belhaven University by counseling students and families regarding federal, state and institutional guidelines when applying for and receiving student financial aid. 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. This position reports to the Director of Financial Aid.

## **Responsibilities**

- Responsible for verification of all required data for determining student eligibility for financial aid in accordance to current federal, state and institutional policies
  - Coordinate with faculty and staff as needed to best prepare students for success to include but not limited to student orientations, staff training events, etc
  - 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 to ensure that the impact on student accounts are minimal if not negligible
  - 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
  - Assist the Director with special projects, reporting and internal controls as requested
  - Perform other duties as may be assigned by the appropriate authority
- PREFERRED SKILLS**
- Requires a strong working knowledge of higher education federal and state financial aid programs, policy and procedures, and processes
  - Demonstrated administration of regulations governing those programs
  - Proficiency in Microsoft Office, specifically EXCEL worksheets and formulas
  - Relevant and current Ellucian COLLEAGUE Financial Aid module experience
  - 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

- Ability to apply general rules to specific problems to produce sound solutions
- QUALIFICATIONS
- Bachelor's degree or equivalent education with a minimum of three years Financial Aid experience required. NASFAA Financial Aid credentials preferred and may be considered to supplement education/experience requirements.
  - Must fully support the University Vision, Mission, and Statement of Faith found at [www.belhaven.edu/belhaven/mission.htm](http://www.belhaven.edu/belhaven/mission.htm) APPLICATION GUIDELINES Send cover letter, resume, list of 3 references, and statement of personal faith.

### **Compensation**

Compensation and rank are commensurate with qualifications and experience. The University supplements major medical insurance. A 403b retirement plan is available for eligible employees to contribute pre-tax dollars with Belhaven University matching up to 8% of annual salary.

### **Application Guidelines:**

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the Marketing Automation Manager position.

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

[http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.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.

Please send your completed application packet to:

Zack Kassebaum  
Assistant Vice President - Eastern Region

**[zkassebaum@belhaven.edu](mailto:zkassebaum@belhaven.edu)**