

**Assistant Director of Student Services / Financial Aid Advocate
Atlanta Campus**

Belhaven University, a Christian liberal arts university committed to the ministry of integrating faith and learning, is searching for the ideal candidate to serve as Assistant Director of Student Services/Financial Aid Advocate who has a heart for serving students as well as a desire to serve Christ Jesus. This person will serve in the adult and graduate education programs at our Atlanta/Dunwoody campus.

Position Overview

The **Assistant Director of Student Services/Financial Aid Advocate** is a combined role that works with the Director of Student Services to serve adult and graduate students in all areas of student services and serves as the financial aid advocate for the local campus. This position requires coordination with the Atlanta team to conduct student orientations, schedule courses, communicate with students, advise students on degree completion, and track student progress. In addition, this person would provide students with answers to questions concerning policies, procedures, grades, course progress, and coordinate room assignments for classes. This position assists in planning and executing student events such as Student Appreciation Week, Graduation, and Honors Ceremonies.

Financial Aid Advocate duties include, but are not limited to, supporting Admission Department with new student paperwork, entrance counseling, verification, awarding, etc. Supports current students with renewals, paperwork, verification, disbursement and refunds.

The Assistant Director of Student Services/Financial Aid Advocate reports to the Director of Student Services.

Qualifications

Bachelor's degree is required, master's degree preferred. The successful candidate must have significant experience in student services and/or financial aid. Must be willing to work evening/weekend hours when necessary and stay each class night until classes begin at 6 p.m. Must have a heart for adult students, understand the integration of faith and learning, and have excellent customer service, communication, and computer skills. Experience with Colleague Software or similar database system a plus.

Applicants must fully support the University Vision, Mission, and statement of Faith found at www.belhaven.edu/belhaven/mission.htm

Application Guidelines

Send cover letter, resume, list of 3 references, and 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. Submit to:

Don Jones
AVP-Adult & Graduate Enrollment and Student Services
Belhaven University
Email: djones@belhaven.edu