

Student Services Advisor / Financial Aid Advocate Jackson - LeFleur 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 Student Services Advisor/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 Jackson (LeFleur) Campus.

Position Overview

The **Student Services Advisor/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. Financial Aid Advocate duties include, but are not limited to, supporting the Admission Department with new student paperwork, entrance counseling, verification, awarding, and conducting financial aid orientations. This position supports current students with renewals, paperwork, verification, disbursement and refunds.

This position also requires coordination with the Jackson student services team to conduct student orientations, schedule courses, communicate with students, advise students on degree completion, and track student progress. In addition, this position provides 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.

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

Qualifications

Bachelor's degree is required, master's degree preferred. The successful candidate should have significant experience in student services and/or financial aid and VA certification. 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 statement of personal faith to:

Sandra Kelly
Director of Student Services
Belhaven University
Email: skelly@belhaven.edu