

# BELHAVEN UNIVERSITY

**Position Title** Student Finance Counselor  
**Department** Student Finance Services

## Overview

This position contributes to the mission of Belhaven University by counseling students and families regarding federal, state and institutional guidelines as well as military or veteran educational benefits. This entails coordinating between students, families, and the necessary military or veteran educational services personnel to understand all steps involved to build an optimum financial plan for their educational goals.

## Functions and Responsibilities

- Responsible for counseling students and their families in person, over the telephone and via electronic communications.
- Responsible for advising students and their families in regards to financial aid and payment options
- 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 monthly and annual reconciliation of student accounts
- Attend regular training in customer service and program administration

## Qualifications

- Bachelor's degree or equivalent education with a minimum of three years Ellucian Colleague's Student Module experience required.
- 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, a positive attitude and troubleshooting skills.

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 position.
- 5) 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.

**Only applicants who submit all five required items will be considered.**

Interested applicants should send their information to:

SFS Hiring Committee

[FAjobposting@belhaven.edu](mailto:FAjobposting@belhaven.edu)

No phone calls, please. Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).