

BELHAVEN UNIVERSITY

Position Title Assistant Director of Operations
Department Student Finance Services

Overview

This position serves as lead on all technical aspects; systems, projects and processes as they pertain to the operations within the Student Finance department. This responsibility includes but is not limited to all software systems, internal and external, and all hardware devices required to process aid from awarding and disbursing student aid to reconciliation and auditing students' financial accounts.

Functions and Responsibilities

- Responsible for SF software and systems maintenance required for all departmental processes.
- Responsible for testing and implementation of all computer software updates.
- Responsible for import and export of all student data to/from regulatory parties.
- Responsible for reconciling all import/export rejects and institutional conflicts
- Maintain all Student Financial Aid and Student Accounts webpages and BlazeNet portal pages
- Serve as department liaison with IT
- Attend regular training in areas of technology and applications to ensure department needs are met
- Assist the SFS team with special projects, reporting and internal controls as requested.

Please note this list is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- Bachelor's degree or equivalent education with a minimum of three years Ellucian Colleague's Student Module experience required.
- 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 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

FJobposting@belhaven.edu

No phone calls, please. Additional information about Belhaven University may be found at www.belhaven.edu.