



POSITION ANNOUNCEMENT
Student Financial Advisor

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, *Student Financial Advisor* for its Student Financial Services office on the Mount Vernon main campus. The position reports to the Director of Student Financial Services and is available upon the appointment of a successful candidate. The University pay grade for this position is "D". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Counsel and advise students on the student aid process, eligibility, and responsibility
- Prepare and review financial awards
- Assist students/parents with the completion of the FAFSA
- Perform student need analysis and verification of financial data to confirm student aid eligibility
- Calculate return of Title IV funds and notify appropriate parties
- Conduct presentations/workshops regarding financial aid for currently enrolled and prospective students
- Oversee the preparation of reports and records as assigned to ensure the fiscal accountability of financial aid programs
- Serve on ad hoc and standing committees as required
- Provide excellent customer service to internal and external entities
- Maintain knowledge of all Federal, State, Institution rules and regulations for Financial Aid
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's Degree or Financial Aid experience required
- Highly organized, detail oriented, and capable of multi-tasking in a fast-paced environment

- Strong interpersonal/public relations/diplomacy and public speaking skills
- Ability to handle sensitive material confidentially and professionally
- Demonstrated analytical and problem-solving skills
- Commitment to accuracy and compliance with various regulations
- Strong computer/technological skills and background including proficiency in Microsoft Office
- In Office Monday – Friday 8:00 – 4:30, occasional evening or weekend.
- Self-starter who is also a helpful team member
- Availability for occasional presentations outside of the normal business day
- Fiscal management and/or accounting background (preferred)
- Previous financial aid experience (preferred)
- Datatel Colleague experience (preferred)
- Ability to lift 30 lbs

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.