

Ave Maria School of Law

Job Description

Position Title: Student Accounts and Housing Coordinator
Department: Office of the Registrar
Reports to: Director of Student Financial Services (Student Accounts)
Associate Dean for Student Affairs (Housing)
Exemption: Non-Exempt

Date of Last Revision: September 9, 2016

Overview:

The Student Accounts and Housing Coordinator is responsible for student account billing and payment processes and administrative tasks related to on-campus housing.

Essential Duties and Responsibilities:

Student Accounts:

- Apply charges to student accounts for tuition, fees, housing, fines, and other charges.
- Receive payments and process, to include payments made on-line, by cash, check, or money order. Prepare deposit batches for Accounting. Run monthly summary reports for Finance. Process electronic transfers of incoming loan funds, applying to student accounts. Process direct deposit of excess loan funds for E-Refund participants and order and distribute paper checks for remaining refunds.
- Notify Students when refunds are available.
- Import anticipated aid files for student statements. Publish electronic copies of student statements. Respond to inquiries regarding student accounts.
- Work with third party payers such as the Veterans Administration, rehabilitation agencies, outside scholarship programs, and others to facilitate receipt of payments.
- Apply holds to past due student accounts. Monitor student account balances and contact students with past due balances.
- Correspond with former students with past due accounts. Work with collections agency as needed.
- Update SIS as needed to configure for changes to coding.
- Run annual 1098-T tax forms, mail, and respond to inquiries. Generate fiscal year end reports and rollover the SIS to the new fiscal year. Prepare reports for annual finance audit.
- Publish Tuition and Fee Schedule and refund schedule.
- Maintain Student Accounts Website on the Portal.

Housing:

- Recommend timelines for renewal of contracts and changes in rental rates.
- Work with Admissions to disseminate information about on-campus housing to prospective students. Offer current residents the opportunity to renew their lease.
- Collect, process, and maintain on-campus housing applications, application fees, housing contracts, and security deposits.

- Assign applicants to housing units. Organize new resident move-in including issuance of door and mailbox keys.
- Maintain housing occupancy data, including emergency contact info.
- Bill student housing residents each semester; coordinate billing for staff housing residents with the Director of Finance and Administration. Bill monthly for excess electrical usage.
- Maintain an e-mail distribution list to facilitate e-mail contact with housing residents. Send notices to housing residents as necessary.
- Coordinate Safety and Sanitation Inspection of housing units each semester.
- Monitor resident maintenance requests and identify other repairs needed to housing facilities.
- Maintain Housing Website on the Portal. Ensure information related to housing on the external website is up-to-date.
- Meet with students who reside in housing as needed and pursue resolution of concerns.
- Coordinate departure of students from housing, including collection of door and mailbox keys. Inspect housing units and determine whether security deposit deductions are warranted. Coordinate cleaning and repair of vacated units with Facilities to prepare for new residents. Coordinate return of security deposit with Finance as appropriate.
- Prepare fiscal year-end report documenting all security deposit activity.
- Collect and post information about off-campus housing opportunities.
- Revise the Housing Handbook annually. Ensure information relating to housing on the external website is up to date. Maintain Housing Flyers for prospective residents.

General:

- Continuously update procedures manual to reflect changes.
- Other duties may be assigned to meet organization needs.

Job Qualifications:

Required:

- Experience in accounting.
- Excellent organizational skills and ability to meet deadlines.
- Accuracy and attention to detail.
- Understanding and experience with relational databases.
- Understanding of technology use in delivering student services.
- Excellent written and oral communication skills.
- Ability to work in an environment with interruptions.
- Ability to work independently with little supervision and as part of a team.
- Ability to foster and support effective relations with all constituents.

Desired:

- Bachelor's degree.
- Previous experience with student accounts in an educational institution.
- Experience with PowerCampus software a plus.

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Interested candidates should send their cover letter and resume to HR@avemarialaw.edu.