JOB OPENINGS
MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

Student Accounts Specialist

Overview:
Reporting to the Director of Financial Aid, the Student Accounts Specialist is an important part of the Financial Aid team and a collaborative partner in meeting various institutional goals and objectives. Additionally, the Student Accounts Specialist will demonstrate by example, a clear commitment to providing excellent customer service. Moreover, the Student Accounts Specialist will ensure full compliance with all federal and state Title IV regulations and reporting.

The Student Accounts Specialist reports to the Director of Financial Aid.

Job duties

Job duties for this role include (but not limited to) the following requirements as demonstrated in TRACS accreditation requirements, Financial Aid Guide/Policies and Procedures handbook, and state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC):

- Verifying that tuition and fees are current and accurate on student ledgers each semester.
- Posting Financial Aid to student accounts
- Preparing and distributing student account statements
- Maintaining the “holds” report and releasing “holds” against delinquent accounts.
- Assisting students with the student account questions and resolves escalated student account issues.
- Recommending actions in the collection of past due accounts
- Delivering bank deposits to bank
- Financial aid refunds or credit balances on student accounts
- Assisting with the quarterly audits by preparing files for the audit, pulling designated samples and account reconciliations as needed
- Keeping current on billing and payment policies and procedures
- Reviewing out of school account balances and pre-collection letters and preparing for submission to collection agency
• Responding to all internal and external inquiries regarding charges, payment policies and procedures
• Issuing bills (invoices) to third party payers on a timely basis and frequently review accounts to make sure paid.
• Conducting in-house collection activities, including preparing communication to students
• Preparing and analyzing a monthly Student Accounts Receivable Aging Report
• Overseeing distribution of payment plans on student accounts.

Professional Knowledge

• Bachelor's Degree preferred
• Strong knowledge of accounting principles
• Experience in accounting/billing or financial aid in an education environment
• Strong organizational skills
• Advanced skill in Microsoft Office/Excel
• Must be familiar with college payment, billing and refund policies, institutional and FERPA confidentiality regulations; and Federal Title IV cash management regulations

Service Excellence

• The Student Accounts Specialist will work collaboratively with other administrators and department Chairs;
• The Student Accounts Specialist will create and maintain a customer service culture, program, orientation and focus for assigned areas;
• Other duties as assigned by the Director of Financial Aid and/or CFO.

Student Accounts Specialist: Full-time 40 hours per week position minimum. Working hours will occasionally include evenings and weekends during peak periods including registration. **Salary range- $37,000-$40,000 based on experience.**

To apply, send resume to careers@morrisbrown.edu
Project CHOICE Community Navigator Internship

Background
Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help assist with the CHOICE (Community Health Optimizing Improved Care Empowerment) Project.

Project CHOICE Community Navigator Description
The CHOICE Project will primarily serve African American young people at the highest risk for HIV between 13 to 24 years of age, including such subpopulations as African American men who have sex with men (MSM). All project participants will be served within and be a resident of Fulton County in the state of Georgia, a locality hardest hit by the HIV epidemic.

During this internship, the selected student(s) – known as “Community Navigators” – will gain hands-on experience in project management through leadership, organization, time and risk management and problem solving here at Morris Brown College. The internship may be offered as college credit as approved by the institution. The responsibilities include:

1. Assists in the management and coordination of navigated service delivery sites for participants, as guided by the Individual Development Plan
2. Assists in the identification and removal of barriers to participants fulfilling slated developmental goals and objectives.
3. Assists in the recruitment of participants.
4. Assists with the management of participants i.e. tracking participants and keeping records of participation utilizing Excel spreadsheet, and other tracking measures.
5. Assists Project Director and Project Coordinator/Lead Navigator with developing, implementing, and maintaining Social Media Marketing strategies.
6. Participates in Project CHOICE Advisory Board meetings.
7. Other duties as assigned.

Compensation and Dedication
This is a paid position with an hourly rate of $20 an hour. Students are expected to commit to working 10 hours per week for 48 weeks.

Minimum Qualifications
- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, Oglethorpe, or Kennesaw State University
- Knowledge of managing prevention-based activities (one year of previous experience)
- Previous history working with sensitive information in the healthcare setting.
- Strong writing, planning, communication, and organizational skills
- Must be able to interact well with participants and CBO partners.
• Ability to work with minimum supervision and have working knowledge of Microsoft Office (Word, PowerPoint, Outlook and Excel), Adobe Software and Zoom Webhosting Platform

To apply, send resume to: careers@morrisbrown.edu
**Morris Brown College Registrar Specialist Internship**

**Background**
Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

**Non-Paid Internship Description- Spring and/or Summer 2021, or Fall 2021**

The **Registrar Specialist Internship** will offer students interested in higher education leadership the opportunity to learn about the registrar department. The registrar serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person maintains the academic record of all students and plans and implements the registration process for classes. He/she works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities, and preparing information such as honors lists, transcripts, and class rankings.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, and Spelman College and other colleges to offer selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with office staff of Morris Brown College 10-15 hours a week.

**Minimum Qualifications**

- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University
- Have experience or an interest in higher education, student affairs, registrar office work.
- Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.
- Interest in learning more about HBCUs.

**To apply, send resume to:** [careers@morrisbrown.edu](mailto:careers@morrisbrown.edu)