



300 S. George Street, Charles Town, WV 25414

Full-time Student Accounts Position Available Immediately

Catholic International University is looking for a self-motivated, detail-oriented individual to fill its vacant Student Accounts/Military Coordinator position. The ideal candidate will have basic accounting skills and excellent communication skills. This position offers an exciting opportunity to engage directly with students, ensuring they receive accurate information and assistance related to their accounts and military benefits. Your energetic approach and strong communication skills will help foster a welcoming environment that promotes educational achievement and military community engagement. This is a fulltime position for 40 hour per week located in our Charles Town, WV offices.

Responsibilities include:

- Work closely with students to answer account questions, resolve issues and provide guidance on educational administration matters.
- Daily monitoring and management of student accounts including balances, payments, refunds, military benefits, private loans and payment plans.
- Primary point of contact for all military student benefits. Advise students on all types of military aid available at Catholic International and assist them through the process including processing all necessary paperwork.
- Manage student private loans and assist students with the process including submitting all necessary paperwork.
- Maintain accurate records of student accounts, benefit certifications, and related documentation using systems such as Populi (a widely used higher education administrative software)

Requirements include:

- College degree, Bachelor's degree preferred.
- Strong oral and written communications skills, knowledge of basic accounting and basic office procedures, and Proficiency in Microsoft Office and G Suites.
- Experience with or comfortable learning university information and learning management systems. Populi, and Canvas experience preferred.
- Organized and detail-oriented with the ability to work collaboratively and methodically.
- Ability to manage multiple tasks at once, track and meet deadlines, and respond quickly and accurately to student needs.
- Minimum of 3 years of relevant work experience, although new college graduates will be considered.

- Experience with Department of Defense Education programs and systems preferred.
- Ability to speak and understand Spanish is preferred.

Salary and benefits based on qualifications. Qualified candidates should send a resume and cover letter including a statement of alignment with the university mission and salary requirements to Amy Shouse at ashouse@catholicu.edu .

Catholic International University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.