

Job Description

Title: Loan Processing Specialist	Salary Band: B22
CBA Position: KCSS	Band Range: \$35,689 - \$50,150
Department: F.A. & V.A.	FY18 Budget:
Reporting Manager: Coordinator of F.A. & V.A.	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

The Loan Processing Specialist is responsible for the processing of financial aid and loan applications. Provide financial aid information to students and parents.

Supervisory Responsibilities: None, but may provide direction to student workers

Minimum Qualifications/Basic Job Requirements:

- Associate's Degree in business, accounting, or a related field
- 1-3 years of experience working processing financial aid documents

Illustrative Examples of Essential Functions:

- Process student loans, ~~and financial aid requests~~ and request information from students or parents to complete loan application process.
- Reconcile Federal Direct Loans monthly with the Common Origination and Disbursement (COD) system and the Business Office.
- Conduct face to face loan entrance counseling. Send exit counseling information.
- Process letters to students who are in delinquent status of their student loans and support Default Management efforts.
- Collaborate with the Athletic Department to offer financial aid advising to athletes.
- Enter aid type codes for outside organizations that offer educational financial assistance.
- Maintain spreadsheets to track various data elements for students
- Conduct file review to ensure eligible students are receiving the correct amount of financial assistance
- Serve as backup with general reception responsibilities, such as receiving guests or visitors, answering phones, receiving correspondence and responding as appropriate.
- Other duties as assigned.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Demonstrate an understanding of basic math skills
- Possess a clear understating of the financial aid process and have an understanding of financial aid processing software systems.
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills

- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

03/2018