

Job Description

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| Title: Loan Processing Specialist | Salary Band: B22 |
| CBA Position: KCSS | Band Range: \$33,756 - \$47,259 |
| Department: F.A. & V.A. | FY14 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 loan and financial aid requests and request information from students or parents to complete loan application process.
- Evaluate the financial aid applications and process to ensure compliance with various regulatory agencies.
- Provide general reception activities; including receiving guests and visitors, answering phones, and receiving and responding to correspondence as necessary.
- Provide additional administrative and clerical support to the department as assigned by the Coordinator.

(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.

01/2014