

Job Description

Title: Processing Specialist

CBA Position: KCSS

Department: F.A. & V.A.

Reporting Manager: Coordinator of F.A. & V.A.

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756-\$47,259

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

The Processing Specialist assists in the management of the College's computerized financial aid application processing system and the computerized communication management system to send paper and electronic notices to student financial aid applicants.

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:

- Assist in the management of financial aid applications and corrections through an electronic data exchange with state, federal and private processors.
- Ensure eligibility requirements have been satisfied for some recipients of financial aid, as necessary.
- Coordinate the processing of requests for forms, awards, and denial notices for applicants of financial aid at the College.
- Review, update and maintain the Financial Aid Office documents and materials.
- Assist with the maintenance of all student financial aid records.
- When necessary, assist with general reception responsibilities, such as receiving guests or visitors, answering phones, receiving correspondence and responding as necessary.
- Assist with the evaluation and review of the appeal process for financial aid, and communicate changes as necessary to appropriate parties.
- Provide other financial aid assistance as necessary as directed.

(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