

Job Description

Title: Systems Specialist	Salary Band: C41
CBA Position: KCSS	Band Range: \$46,375-\$69,563
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 Systems Specialist is responsible for the establishment, upgrade, monitoring, and maintenance of all financial aid software systems and the processing of financial aid applications.

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

Minimum Qualifications/Basic Job Requirements:

- Associate's Degree in information technology, business, accounting, or a related field
- 3-5 years of experience processing financial aid documents *and* 1 year experience utilizing financial aid software

Illustrative Examples of Essential Functions:

- Customize, maintain and implement the annual set up and rule writing procedures for financial aid applications.
- Develop and conduct routine tests to ensure the Financial Aid software systems are in working condition and comply with the various reporting agencies requirements.
- Ensure eligibility requirements have been satisfied for some recipients of financial aid, as necessary.
- 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 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