

Job Description

Title: Systems Specialist	Salary Band: C41
CBA Position: KCSS	Band Range: \$49,030-\$73,819
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 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 working 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 federal, state regulations and school policies.
- Updates the portal and web site
- Send various correspondence to students via Communication Management
- Coordinate the file review process to ensure eligible students are receiving the correct amount of financial assistance
- Run daily processes to import student financial aid (FAFSA) information, and other information from the federal SAIG mailbox, includes the transfer/monitoring files. Run Communication Management to assign documents and send students information
- Run the packaging process to award students aid as a group and individually as appropriate
- Run the SAP process at the end of each semester and send students their status via Communication Management
- Send electronic billing request to ISAC for the MAP grant
- Act as Kishwaukee College's main certifying official for the coordination of all veteran educational benefits
- Assist ~~Help~~ veterans with paperwork to utilize veterans education benefits
- Submit billing information for federal veterans education benefits to the Veterans Affairs Office
- Submit billing information to ISAC for state of Illinois MAP Grant, veterans and National Guard educational benefits

- Reconcile all veteran educational benefits with appropriate agency and the Business Office.
- Compile annual Military Friendly Survey
- Maintain veteran files and dispose of within regulation
- Serve as backup with general reception responsibilities, such as receiving guests or visitors, answering phones, receiving correspondence and responding as appropriate.
- Evaluate and review of the appeals for financial aid, and communicate changes as necessary to appropriate parties.
- 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.

01/2014