

## Job Description

**Title:** Financial Aid Processing Specialist  
**CBA Position:** KCSS  
**Department:** Student Services  
**Reporting Manager:**  
Manager Financial Aid & Veteran Affairs  
**Direct Reports:** None  
**FLSA:** Non-Exempt  
**Expected Hours of Work:** 40

**Salary Band:** B22  
**Band Range:** \$35,689-\$50,150  
**FY19 Budget:**  
**Account Number:**  
**ICCB Class:**  
**KC Status (Class):** Support Staff  
**POSD:**

### Job Summary:

The Financial Aid Processing Specialist is responsible for the processing of financial aid, loan applications and scholarship awards. Provide financial aid information to students and parents. In addition, this position will assist with conducting file review and provide as a backup with general reception responsibilities.

**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:

- Ensure timely processing of student loan 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 as appropriate. 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.
- Participate in professional development opportunities as necessary.
- Other duties as assigned.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills

- Demonstrate an understanding of basic math skills
- Possess a clear understanding 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.

01/2019