**Position summary:** Under direct supervision, this position manages the student loan program and assists the Financial Aid Office in day-to-day operations.

**Position responsibilities:**

- Performs federal verification for financial aid applicants.
- Transmits data to the U.S. Department of Education via EDEConnect and EDExpress.
- Performs the loan process in POISE.
- Reconciles loan records and works with the Controller and Accountant on reconciling funds drawn from Department of Education.
- Oversees all billing outside scholarships.
- Remains current on program regulations, policies, and procedures.
- Assists with the preparation of financial aid document tracking letters.
- Assists with the preparation of financial aid award letters.
- Assists with financial aid seminars/workshops for area high schools.
- Assist with the FACTS payment plan.
- Scans student files into Docubase imaging system.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Associate’s Degree required with 3 to 5 years experience directly related to the duties and responsibilities specified.
- Experience in a financial aid office preferred. Must have strong computer skills and knowledge of software programs.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Knowledge of and experience with basic office equipment.
- Ability to organize, set priorities and maintain records.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.