

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position –Financial Services & Collections Coordinator**

Position No: AP-AD-CO-6

Preparation Date: November 2, 2016

Function of Position:

Responsible to the Assistant Controller for the preparation of and processing of Federal Perkins and in-house student loans, including billings, collections, due diligence, and auditing of reports.

Principal Duties and Responsibilities :

- 1) Access administrative systems for both the Business Office and Financial Aid Office to assist students, parents, faculty, and staff, respond to their questions, provide guidance, explain account information and process their transactions request in a timely and accurate manner. (20%)
- 2) Assist in the audit preparation of work papers and reports for the federal Perkins loans, in-house loans and past-due tuition accounts. (16%)
- 3) Prepare, stuff and mail past due tuition billings and in-house loan billings. (10%)
- 4) Prepare promissory notes, loan commitment disclosures, and amortization schedules for in-house loans. (10%)
- 5) Prepare and upload Perkins information to Sign My Loan (SML), including loan disbursements. (10%)
- 6) Execute collections and due diligence on Perkins loans, in-house loans, tuition accounts, and other accounts across campus. (8%)
- 7) Process mail and receipts for loans, collection accounts, and past due student accounts. (7%)
- 8) Negotiate repayment terms for the collection of student loans and accounts. (5%)
- 9) Process Perkins loan cancellations, deferments, forbearances, paid in full loans, direct payments, and bank reconciliation. (5%)
- 10) Balance federal Perkins Loan funds with loan server, Financial Aid, SML, and eUAS. (3%)
- 11) Order and process Perkins truth-in-lending packets for non-returning loan holders. (3%)
- 12) Update and maintain current knowledge of federal Perkins regulations, bankruptcy laws, and consumer credit and collection laws. (2%)
- 13) Perform other related duties as assigned. (1%)

Supervision:

Employee proceeds independently working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

Minimum Qualifications:

Requires knowledge equivalent to a Bachelor's degree plus two years of effective loan and collection experience preferred.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

***Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.***