

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Financial Aid Loan Manager and Systems Coordinator

Preparation Date: October 2021

Function of Position:

Full-time, twelve-month position, responsible to the Director of Financial Aid for managing the student loan program, for handling Department of Education Programs, for maintaining records, and developing/coordinating financial literacy and default prevention activities.

Principal Duties and Responsibilities:

- 1) Manage the private and Federal Direct Loan Programs (approx. \$13 million); (40%)
 - Receive/submit loan guarantees & disbursements from private/federal lenders to student accounts.
 - Reconcile loan disbursements with the Business Office and Department of Education's Direct Loan Tool.
 - Generate loan status reports and notify students of missing documents and/or signatures.
 - Conduct entrance and exit interviews.
 - Make loan adjustments and arrange federal return of funds if necessary.
 - Certify and manage alternative loans via multiple web-based applications and vendor contacts.
 - Counsel students and parents regarding options to pay, including loan eligibility.
 - Evaluate Requests for Information (RFIs) from lenders and determine the preferred lender list.
- 2) Maintain knowledge of federal Title IV Aid programs and the regulations associated. Oversee verification and train staff as needed. (12%)
- 3) Supervise and back up the Senior Financial Aid Coordinator. (11%)
- 4) Responsible to manage and perform the awarding process for all returning students. (8%)
- 5) Administer all federal programs (approx. \$44 million) including reconciliation with the Dept of Education and Business Office. (8%)
- 6) Develop and coordinate default prevention activities. (5%)
- 7) Interface our electronic systems with Admissions, Business Office, Registrar, and Computer Center on a variety of matters. (4%)
- 8) Prepare and/or assist with various reports and surveys including auditor, loan reports and submission to various federal agencies. (4%)
- 9) Develop policies and procedures relating to awarding, loans, disbursement, and system transmissions. (3%)
- 10) Research and oversee best practices for financial literacy events on campus and inclusion in counseling sessions. (3%)
- 11) Oversee installation of new software and system updates independently or with IT personnel. (2%)
- 12) Perform other related duties as assigned.

Supervision:

Employee proceeds independently working towards established objectives and requirements requiring a wide range of procedures. Employee plans and prioritizes own work and resolves unusual cases in consultation with supervisor. Supervises Senior Financial Aid Counselor and student employees on occasion.

Minimum Qualifications:

Requires Bachelor's degree in a related field and at least five years of effective experience. Must be self-motivated, pay attention to details and have strong communication skills with the ability to relate to a diverse population. Must be able to develop policies and manage multiple projects. Limited nights and weekends availability needed. Prefer experience in PowerFAIDS and Department of Education software including COD, EdExpress and DL Tools.

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. See 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 members of underrepresented ethnic and minority groups.