DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Coordinator - Loan Processing (CCPS)  DEPARTMENT: Financial Aid

DATE: August 1, 2016  SCHEDULE: Regular, Full-time, 12 months, M-F, 8-5

REPORTING SUPERVISOR: Assistant Director  FLSA: Non Exempt  IPEDS: 43

JOB FUNCTION:
Assist the Financial Aid Office by providing office support, default prevention programs and processing loan applications including those for the Federal Family Educational Loan Programs ensuring compliance with Federal and State Regulations for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 60%</td>
<td>Ongoing</td>
<td>Processes federal, parent plus, alternative and any other eligible loan applications for continuing studies, graduate and post-baccalaureate students. Works with the CCPS FA Directors if loans cannot be processed.</td>
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<tr>
<td>2. 20%</td>
<td>Ongoing</td>
<td>Assist with overall departmental needs. This includes but is not limited to advising students, answering phones, and other duties outlined by the Assistant Director.</td>
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<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>Assist with all initiatives related to default prevention among CCPS students. This includes educational activities for students and site directors.</td>
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<tr>
<td>4. 5%</td>
<td>Ongoing</td>
<td>Work with students, CCPS Directors and campus Directors to address and solve issues in a way that is consistent with departmental goals.</td>
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MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIREMENTS
1. High school diploma required bachelor’s degree recommended.
2. Excellent organizational skills are required to maintain meticulous files and prioritize workload.
3. Excellent interpersonal communication skills, including good grammar, in order to communicate complex data, enforce policies, and maintain goodwill by phone, in person, or in written matter, proofreading for accurate spelling and punctuation, with students and parents.
4. Ability to set goals and prioritize job tasks for maintaining workload.
5. Ability to learn university computer software, to enter student information and to update student records.
6. Ability to use a calculator to compute loan eligibility and other mathematical functions.
7. Ability to solve problems to compute loan eligibility based on class level, previous loan history, academic progress, and so forth.
8. Ability to use a personal computer, modem, and software (Excel and Word) to process loan applications electronically and reporting information to Guarantee Agency.
9. Ability to use a copy machine to duplicate correspondence, reports, loan files, and other documents.
10. Ability to use an IBM laser jet printer for printing correspondence, reports, loan applications, and so forth.
11. Ability to view a computer monitor for entering data and completing work.
12. Attention to detail for consistency and accuracy of applications.
13. Ability to interpret complex rules for applying college and federal regulations regarding policies, financial aid guidelines, refund policies, and calculations of loan amounts.
14. Ability to recall information such as dates, students, parents, and records.
15. Ability to concentrate because most of the duties involve calculations, typing, proofreading, and checking applications for accuracy.
WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand, climb, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.