

Position: Student Loan Administrator

Department: Student Financial Services

Reports to: Director of Financial Aid

Job Summary: Responsible for the oversight of all student loan programs at St. Francis College. This includes Direct Loans, Perkins, and private loan programs. In addition, processes and awards financial aid to prospective and current students.

Duties and Responsibilities:

- Manage the student loan process which consists of approximately \$ 14 million in loan funding. This includes but is not limited to application, certification, cancellation, disbursement, refund, and monthly and yearly reconciliation.
- Serve as the primary contact for third party agencies.
- Develop and implement a student loan default program.
- Troubleshoot problems with data-flow to ensure accurate loan processing.
- Continuously monitor Datatel list serves to ensure that internal processes are current and advise the Director on matters that require immediate attention.
- Understand and adhere to all federal, state, and local regulations regarding the distribution and reconciliation of Title IV funds.
- Coordinate the reconciliation of financial aid posting to accounts receivable with the compliance officer and Financial Affairs.
- Prepare student financial aid packages, including awarding, needs analysis, and verification.
- Advise students on methods to pay tuition and fees. This includes but is not limited to advisement regarding invoices, account balances, financial aid status, monthly payment plans, and general inquiries related to financial matters.
- Respond to and resolve student inquiries made by phone, email, or in person in a timely and professional manner.
- Participate at special functions such as high school college events and open houses.
- Additional hours may be required during peak periods.
- Perform other duties as assigned in support of the College's mission and goals.

Qualifications:

- Bachelor's degree required.
- Minimum 3 - 5 years of demonstrated progressive financial aid experience
- Experience working with financial aid related software programs (COD, CPS, NSLDS, etc.)
- Demonstrated self-motivation and a collaborative spirit needed.
- Excellent organizational, time management and interpersonal skills required.
- Computer proficiency in Microsoft Outlook, Word and Excel.
- Familiarity with database functionality; preference given to candidates with Ellucian and Informer experience.
- Ability to manage sensitive and challenging issues and maintain confidentiality.
- Ability to communicate effectively within a diverse population of students, faculty and staff.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Interested applicants can apply by clicking [here](#).

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.