Position: Student Loan Specialist

Minimum Qualifications:
1. Bachelor’s degree required.
2. Minimum of one (1) year of full-time related work experience working with federal financial aid programs including financial aid processing, student loan processing or any combination of relevant education and experience required. A working knowledge of Banner Financial Aid Management system preferred.

Primary Purpose:
The Student Loan Specialist administers all aspects of the student loan program provided by Jefferson State Community College, including but not limited to, loan origination, disbursement, modification and reconciliation. The employee will:

Job Functions:
1. Maintain an understanding and working knowledge of the Title IV programs and the continuous changes of the federal regulations regarding financial aid.
2. Provide day-to-day support for the student loan program including origination, disbursement and reconciliation of loan funds.
3. Serve as the primary contact for the student loan program.
4. Utilize Common Origination and Disbursement (COD) and Banner Financial Aid Management system to process and review student loan information
5. Assist with the maintenance of exit and entrance counseling, master promissory notes and other requirements essential to the student loan program.
6. Process and monitor the emergency loan program during the semester.
7. Monitor and reviews Satisfactory Academic Progress financial need, Pell LEU, aggregate debt, and SULA loan recipients to determine continued eligibility.
8. Assist with the Return of Title IV process for student loans.
9. Monitor default and delinquent notices sent to students regarding loans.
10. Provide professional customer services to students, parents, staff and faculty.
11. Work closely with the Admissions and Student Accounts in rectifying student issues and concerns.
12. Understand and maintain current working knowledge of FERPA regulations regarding student information.
13. Attend recruitment and community outreach events on behalf of the Financial Aid department.
14. Perform other financial aid duties as assigned.

Salary: $36,958 to $54,821 based on State Board of Education Salary Schedule E2/03 and experience.

Application Deadline: 4:30 p.m., July 18, 2016

Application Procedure: An application packet consists of:
1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include conferred or awarded date, and from an accredited Institution.
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from current employer only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. Remember that the work experience verification completion is your responsibility. Please visit http://www.jeffersonstate.edu/about-jacc/human-resources/work-experience-verification to obtain form. (For clarification, please contact Human Resources)

Materials may be submitted to:
Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER