

[Close Window](#)**Position Information**

Classification Title	Loan Coordinator
Title Code	9277
Department	Student Financial Aid
Type of Position	A&P

**Job Summary/Basic Function**

This position is responsible for coordinating and managing the Student Loan department within the Office of Student Financial Aid while delivering quality customer service. Primary duties consist of, but are not limited to the implementation of the U.S. Department of Education's TDClient and direct interconnectivity between ELM and the University; generating reports and monitoring the submission and return of federal funding specific to various financial aid grants; analyzing the systems data and reports; working with the counseling staff in resolving student inquiries and issues pertaining to grants; managing all aspects of the Federal Direct Loan Program including assisting students in completion of the loan process; utilizing loan tracking system to request follow-up information; determining or verifying loan eligibility for student and parent loans; communicating with U.S. Department of Education and other vendors via various systems, etc.; interfacing with the Reconciliation Supervisor to reconcile Direct Loan funds drawn from the U.S. Department of Education;

providing leadership, supervising, and directing the Loans staff in the maintenance and management of student and parent loans; coordinating/collaborating on research and analysis activities and reports regarding loan programs, indebtedness, default aversion, delinquency assistance, etc.; providing leadership for identifying opportunities for new ways of processing long-term loans and working with directors and IT staff to implement; providing leadership in the establishing and development of both long and short-range goals in student financial aid; coordinating with University departments, federal and state agencies, professional organizations and students regarding all aspects of the financial aid delivery system; ensuring that the administration of the various financial aid programs is consistent with the laws, regulations, and policies and communicating this information to outreach staff; coordinating and preparing departmental fiscal reporting with managerial staff, University officials, and outside organizations for audits and federally funded programs; interpreting and communicating updates and changes in federal and state regulations and implementing institutional procedures for compliance; and ensuring financial accountability for funds authorized for disbursement by Student Financial Aid Department.

The successful must be able to work independently, as well as, work well with others; have excellent written and verbal communications skills; and excellent computer skills to include the use of the MS Office

Suite. Must be willing and able to work late evenings, and/or weekends during peak periods (e.g. Registration, Drop Periods, public events, etc.).

Job Category:

Staff

Minimum Salary

\$41,328.00+

Preferred Education Requirements

Master's in Business Administration

Preferred Experience Requirements:

Five years of progressively responsible experience in Financial Aid. One year experience with Banner Financial Aid.

Minimum Experience, Knowledge, Skills & Abilities

One to three years experience in a business or educational setting.

Minimum Education Requirements

Bachelor's Degree

Required Certifications/Licensures

Not Applicable

All positions at Prairie View A&M University are classified Security Sensitive; therefore, requiring a background check.

The following documents must be attached to your application in order to successfully apply for this position:

Resume  
 Recommendation Letter 1  
 Recommendation Letter 2  
 Recommendation Letter 3  
 Copy of official transcript

Special Instructions to Applicants

If you should need assistance attaching these documents to your application please contact the Office of Human Resources on or before the closing date indicated above at 936-261-1730 or jobs@pvamu.edu. To be considered, even if you are a current or former employee, or current or former student of PVAMU, all required documents must be attached at the time your online application is submitted.

All degrees must be from an accredited college or university.

If the educational transcript is from a foreign institution, a professional agency evaluation from the approved agency list is required to verify United States' educational equivalence. Acceptable international evaluation services include:

Global Credential Evaluators ([www.gcevaluators.com](http://www.gcevaluators.com))  
 Span Tran Educational Services ([www.spantran-edu.com](http://www.spantran-edu.com))  
 SDR Educational Consultants ([www.sdr.netfirms.com](http://www.sdr.netfirms.com))  
 Educational Credential Evaluators ([www.ece.org](http://www.ece.org))  
 World Education Services ([www.wes.org](http://www.wes.org))  
 Josef Silny & Associates ([www.jsilny.com](http://www.jsilny.com))  
 International Education Research Foundation ([www.ierf.org](http://www.ierf.org))

Work Schedule

Monday to Friday, 8 a.m. to 5 p.m. to include evenings and weekends

WORK SCHEDULE	as indicated above
Job Open Date	08-14-2009
Job Close Date	08-28-2009
Employment Type	Regular F/T
Other advertising sources	not applicable
Request/Posting Number	0600483
AA/EEO Statement	Prairie View A&M University is an Affirmative Action/Equal Opportunity Employer

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