

**INDIANA UNIVERSITY SOUTHEAST  
JOB SPECIFICATION**

JOB TITLE: Student Loan Processor

DATE: 04/02

JOB PURPOSE: Under moderate supervision, performs a variety of non-routine administrative and clerical tasks relating to the processing of student loans.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Enter loan data into system from completed loan applications using personal computer. Solves problems throughout automated loan processing program by monitoring processing; contacts students, lenders, servicers, and guarantors for information.
2. Assists with set-up/maintenance of Financial Aid Management System and Packaging Aid Resource System.
3. Provides clerical support to department: performs duplicating, and forms focus reports distribution tasks.
4. Greets visitors; answers in-person and telephone inquiries; refers to appropriate office or individual if necessary.
5. Performs computer applications; word processing, spreadsheets.
6. Attends seminars for federal regulation updates necessary for loan processing.
7. Assists with on campus financial aid workshops.

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The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

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### **MINIMUM REQUIREMENTS**

Education: Requires basic knowledge of grammar, spelling, punctuation, and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through the attainment of a high school diploma or GED.

Experience: 1 year experience in a highly computerized office.

Knowledge, Skills, Abilities and Worker Characteristics:

Working knowledge of Federal student loan programs.

Excellent communication skills.

Math aptitude.

Knowledge of computer and spreadsheets/word processing/database software.

Good organizational skills.

Ability to work with a wide range of people.

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