

The University of Akron
Classification Specification

Job Title:	Coordinator of National Student Loan Data System	Job Code:	43728
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	12/10

Job Summary:

Ensure students do not exceed loan aggregate limits or receive additional financial aid from another institution. Review student accounts to ensure students are receiving all entitled financial aid.

Essential Functions:

35% Monitor and review students that are close to their loan aggregate limits and award students accordingly.

30% Manage the NSLDS Monitor List to ensure students are not receiving financial aid at another institution. Ensure students are not at their aggregate limit.

15% Assist all students that are in default, discharge and who have filed bankruptcy.

10% Create daily and weekly reports for the loan department and error reports for the verification department.

10% Transmit files to the Common Origination and Disbursement Department.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years of experience in a financial aid environment.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification 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 description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.