

LOAN COORDINATOR

FINANCIAL AID

Description: The Loan Coordinator is responsible for overseeing all federal and private loan certifications, disbursements, and reconciliations. The coordinator must ensure compliance with federal, state, and institutional policies and regulations. This position is also responsible for counseling and advising financial aid applicants, their parents, and the public about the financial aid application process, student eligibility, and the availability of additional financial resources. Additional duties include processing the Return to Title IV (R2T4) when a student withdraws from the university. The position of Loan Coordinator works under the direction of the Director of Financial Aid.

Minimum Requirements: Bachelor's degree required. At least two (2) years Professional Financial Aid experience, or relevant work experience in a higher educational environment required. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Preferred Requirements: Customer service experience in higher education and knowledge of banner preferred.

Knowledge, Skills and Abilities: Employee must possess a keen knowledge of all federal regulations and guidelines governing Title IV student financial assistance programs. Employee must possess computer skills and strong organizational skills. Employee must have a high level of attention to detail, possess an ability to work in a dynamic work environment and meet deadlines. Employee must be able to communicate effectively and must be able to establish and maintain effective working relationships with faculty, administrators, staff, students, parents, counselors and general public.

Hire Range: \$54,000 – \$ 57,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week

Class Code: CB70– **State Title:** Student Svcs Prog. Crd. II

Position #: – **Band:** 05

Search openings at careers.sc.gov

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.