

STUDENT DISBURSEMENT AND DIRECT LOAN COORDINATOR Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an associate's degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

SPECIAL REQUIREMENTS:

Must not be in default on any federal student or parent loan.

Must not be convicted of, or have entered an Alford Plea or plea of nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government funds.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for processing and coordinating all Federal Student Aid Disbursements and all Direct Student Loans at Tompkins Cortland Community College. This position is also accountable for all Title IV refund calculations, including the return of funds to the appropriate federal source. Duties include, but are not limited to the management of the funds required for Direct Student loans and federal monies through the Department of Education G5 system. Responsible for monthly, quarterly, and annual reconciliation of all the federal funds dispersed to students. The work is performed under the general direction of the Director of Financial Aid in accordance with policies, procedures and objectives outlined by the Director. Wide leeway is allowed for the exercise of independent judgment in applying policy to specific areas. Supervision is exercised over clerical staff and student assistants within this unit. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Processes Direct Student Loans received by the college, including Subsidized, Unsubsidized, and Parent Loans as well as any Alternative loans;
- Ensures that all federal financial aid credits are applied to student accounts on a timely basis and notifies students of the availability of student loan funds and their right to return such funds;
- Assists in the formulation of policy and procedure related to direct lending, federal aid disbursements and Title IV refunds;
- May supervise support staff assigned to assist with direct lending, federal aid disbursement, and Title IV refund activities;
- Performs data transfers and reconciliations between databases and student information systems at the College and the Department of Education;
- Maintains contacts with college staff in Enrollment Services and Campus Technology as well as with appropriate external regulatory agencies such as the US Department Education;

- Prepares Title IV Federal calculations, and refunding to appropriate programs;
- Attends annual Department of Education training, plus any additional training as offered or needed;
- Maintains federal accounts through G-5 accounting with the Department of Education and Tompkins Cortland Community College; and
- Maintains all records pertinent to program disbursements and provide to external auditors when requested.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of all applicable laws, regulations, guidelines, and policies with regard to Disbursement of Federal Aid, Direct Lending and Title IV refunds;
- Thorough knowledge of office terminology, procedures, and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the organization, functions, policies and regulations of the Community College;
- Ability to work effectively with multiple complex administrative software programs;
- Ability to handle routine administrative details independently;
- Ability to plan, assign, and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to compose letters, memoranda and reports;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;
- Tact and courtesy are required;
- Physical condition commensurate with the demands of the position.