



RHODE ISLAND COLLEGE
JOB DESCRIPTION

Position classification: PSA
Date created or revised: 11/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Financial Aid Officer (Student Loan Programs)
Status: Full time, 35 hours/week
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Senior Associate Director of Student Financial Aid

PRIMARY PURPOSE:

Assist in the administration of federal, state and institutional student aid programs for a diverse population of undergraduate and graduate students; primarily the Federal Direct and Alternative loan programs. The individual will also provide financial aid counseling and processing services for a caseload of students as well as students in the college's Study Abroad and National Student Exchange (NSE) programs.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist with the management of electronic processes required to certify, originate and transmit Alternative Loan application records to guarantee agencies and lenders; including use of Electronic Data Interchange (EDI) functionality in the PeopleSoft financial aid system and the ElmOne loan management website.
- Monitor loan approvals, troubleshoot loan-processing problems, and communicate with lenders regarding loan adjustments and cancellations.
- Run PLUS Loan credit checks and manage approved loans throughout the disbursement process.
- Provide guidance to all Study Abroad and NSE students who are receiving federal student aid or private loans. Ensure aid is processed in a timely manner following all federal and institutional guidelines.
- Handle general financial aid processing for a caseload of students; including file review, verification, needs analysis and financial aid packaging.
- Provide financial aid counseling to students and parents regarding application procedures and eligibility requirements for student aid programs, and assist students and their families with the completion of application forms.
- Represent the Office of Student Financial Aid at various student recruitment functions, financial aid sessions, and orientation programs.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Student Financial Aid.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree.

Experience:

At least one year of experience in the administration of student financial aid services at an institution of higher education.

Skills, Knowledge and Abilities:

- Knowledge of federal and state student aid regulations.
- Excellent analytical and communication skills.

PREFERRED:

- Experience in student loan processing and familiarity with using automated processing systems (i.e. PeopleSoft, Banner, etc.).
- Experience with ElmOne loan management System.
- Experience with the U.S. Department of Education Common Origination and Disbursement (COD) web interface

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.