

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Direct Loan Assistant **SALARY GRADE:** HU-08
DATE REVISED: December 1, 2014 **EEO CODE:** 05
JOB CODE: 2123 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

| | |
|--------------------|--|
| DEPARTMENT: | POSITION NO: |
| REPORTS TO: | GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes |

BASIC FUNCTION: The purpose of this position is to process Direct Loans and assist Direct Loan staff in retrieving electronic data, and ensuring the disbursement of loan proceeds.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts consist of students, faculty and staff. External contacts consist of parents and representatives of governmental agencies.

PRINCIPAL ACCOUNTABILITIES: Retrieve electronic documents for entry into Banner system. Enter data into Banner system. Review rejects and resolve same.

Mail loan documents to parents and students. Process refunds for parents with excess funds according to loan disposition form.

Send all documentation for refunds to Student Account Manager.

Inform students electronically and by mail of need for promissory note and entrance interview signing.

Inform students electronically and by mail of disbursement of funds.

Maintain files of all parent loan promissory notes, mailings and loan processing forms.

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of a d ability to utilize PC-based software encompassing word processing. Experience in mainframe computer applications.

Ability to plan and organize workload so as to deliver aid in a timely manner.

Basic knowledge of federal loan program regulations.

Basic knowledge of electronic programs.

**HOWARD UNIVERSITY
Position Description**

| | | | |
|-------------------------|-----------------------|----------------------|------------|
| POSITION TITLE: | Direct Loan Assistant | SALARY GRADE: | HU-08 |
| DATE REVISED: | December 1, 2014 | EEO CODE: | 05 |
| JOB CODE: | 2123 | FLSA STATUS: | Non-Exempt |
| BARGAINING UNIT: | N/A | | |

Competence in both oral and written communication.

Ability to maintain harmonious and effective work relations with the Howard University Community as well as the general public.

**MINIMUM
REQUIREMENTS:**

High School diploma or GED and 1-3 years of general work experience.
AA/AS may be substituted for 4 years of required work experience.
BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management