

## Loan Coordinator

The chief objective of this position is to process and reconcile federal and private loans. The Loan Coordinator will counsel students and families on the various aspects of the loan programs.

### Job Duties:

- Originate Direct Federal Stafford Loan and Direct Federal PLUS Loans using SCT, Ellucian Banner Federal Aid Management System (FAMS)
- Process via FAMS and DOE, all student loan promissory notes
- Export and Import credit decisions for PLUS loans via DOE and FAMS
- Export and Import Entrance and Exit Loan Counseling for student aid compliance via the COD
- Answer questions and address concerns from students and parents regarding student and parent loans
- Perform monthly reconciliation with Business Office
- Coordinate close-out of federal direct loan programs
- Work closely on all matters pertaining to the software upgrades for the loan management delivery system
- Assist with problem resolution for all loan related inquiries
- Performs other duties as assigned

### Qualifications:

- High School graduate, however; a Bachelor's Degree is preferred.
- Preference will be given to those who have previously worked in a Financial Aid Office and/or Higher Education Finance

### Requirements:

High School graduate

### To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

***\*\*No phone calls***

***\*\*Incomplete applications will not be considered***