

Position: Loan Processor

Department: Financial Aid

Closing Date: Open Until Filled

**Description:**

The Financial Aid Office is seeking a Loan Processor to assist with the processing of all student loan applications.

Duties and Responsibilities include, but are not limited to:

- Originate Federal Stafford Loan and PLUS Loans using SCT Banner software
- Process all student loan promissory notes
- Generate and mail promissory notes to parents and students
- Review and process incoming promissory notes for transmission to the Department of Education
- Answer questions and concerns from students and parents regarding student loans

**Minimum Requirements:**

The successful candidate will have a bachelors degree and three years of work experience. They must have knowledge of Microsoft Word, Excel, and PowerPoint. One year of financial aid experience is preferred.