

Student Loan Officer

SUMMARY:

Within authorized authority, and in accordance with sound underwriting practices as set out in policy and procedure, works directly with customers to determine the nature of their borrowing needs and examines, evaluates, and authorizes (or recommends) approval of borrower's applications for credit or extension of lines of credit.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Processes and services student loans from the date of application to the date the loan is paid in full.
- Keeps abreast of regulation changes imposed by the Department of Education and the State Guaranteed Student Loan Corporation.
- Maintains the student's loan portfolio with the documentation of the student loan forms, verification of students' enrollment each semester and any other documentation needed to substantiate any action taken by the organization.
- Determines when a student's loan should convert to a repayment status, properly completing the paperwork in connection with the loan repayment, and informing the student in advance when the payment is due and the amount of the payment.
- Determines when a student is eligible for a Deferment of Repayment on their loan. Must be kept informed on the various types of deferments.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)