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CITY COLLEGES OF CHICAGO
DISTRICT OFFICE
OFFICE OF FINANCE
OUTSOURCING CONTRACT

JOB DESCRIPTION

Date: July 10, 2007

Title: **Coordinator – Student Financials**

Reports To: Senior Manager

Description: Under general supervision; this position will provide student support services to all campuses of City Colleges of Chicago. This position will perform financial transactions and general posting to students' financial accounts.

Duties and Responsibilities:

1. Post transactions involving cash receipts, disbursements, and collections to students' financial records.
2. Serve as a liaison to the collection agency, and prepare analysis of bad-debt accounts.
3. Research, review and evaluate both Federal and State regulatory requirements of student funding.
4. Assist and respond to students' inquiries regarding financial aid grants and/or loans.
5. Assist in compiling data and preparing monthly financial reporting for various grant agencies and loan programs.
6. Assist and make recommendations to the Office of Information Technology in the continuous efforts of improving the student system (PeopleSoft Student Administration).
7. Assist with the preparation of narrative and statistical reports to ensure compliance with federal and state regulations.

8. Request and maintain supporting documentation from various campus departments of student financial aid for external and internal audit and for annual governmental review.
9. Oversee and supervise staff to ensure excellent customer service.
10. Work with the Associate Director to establish procedures for managing day-to-day system processing needs.
11. Perform other duties as assigned.

Qualifications

Bachelor's Degree in a related field, or 5 years experience in financial affairs in a higher education environment, or an equivalent combination of education and experience. Master's Degree is preferred. Supervisory experience in student financial affairs. Working knowledge of federal and state regulations related to financial aid grant awards. Proficient in a variety of software programs, including PeopleSoft software. Must possess excellent organizational and administrative skills.

Date: July 10, 2007

Title: Staff Assistant – Student Financials

Reports To: Senior Manager

Description: This position provides administrative and clerical support in the office, which is confidential in nature, and supports the mission of the District.

Duties & Responsibilities:

1. Coordinates and schedules travel reservations for office administrators. Prepares basic correspondence confirming travel arrangements and maintains travel records for all trips.
2. Answers and directs telephone calls, and takes messages and/or provides assistance to callers. Greets visitors and announces them to staff. Retrieves messages left on voice mail and directs them to proper staff.
3. Researches and gathers data for administrators in relation to collective bargaining.
4. May supervise subordinate office staff. Coordinates all aspects of special administrative projects and prepares progress reports, including filing of accounting records and various documents.
5. Orders and maintains conference room supplies. Prepares, processes, and tracks purchase orders.
6. Drafts memos and letters of basic to moderate difficulty as needed. Maintains confidential and/or sensitive information.
7. May assist other departments during crunch periods.
8. Performs other duties as assigned.

Supervisory Responsibilities: N/A

Qualifications:

1. Associate degree and/or three years of related experience in Higher Education environment. Must possess a thorough knowledge of general office procedures and practices.
2. Must possess good written and verbal communication skills. Must be able to compose basic correspondence. Must be able to greet visitors in a professional manner and direct them accordingly. Must be able to answer telephone calls and direct them accordingly.
3. Must be able to perform duties with minimal direction. Must be able to work independently and prioritize work accordingly. Must be able to meet assignment deadlines.
4. Must be able to conduct all business in a professional manner, combined with the ability to perform all duties accurately while preserving the confidentiality of office. Must be able to work well with employees at all levels of the organization, in addition to students and other customers. Must be able to handle all situations with tact and diplomacy.
5. Must have experience using personal computers, in addition to all applicable software.