



## **RHODE ISLAND COLLEGE JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/26/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Bursar (Perkins Loan Program)  
Status: Full time, 35 hours/week  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Bursar

### **PRIMARY PURPOSE:**

Assist the Bursar in the supervision of the bursar operation and in the receipt and stewardship of the College funds.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

#### Perkins Loan Program Responsibilities:

- Supervise the administration of the Perkins Loan program. This loan program is an institutionally based Federal loan program.
- Track the status of each Perkins loan in the PeopleSoft administrative system and make the necessary changes to borrower accounts as loan adjustments occur. Notify the borrowers of any changes to the borrower accounts.
- Generate promissory notes, truth in lending statements, and other documentation needed to process the loan applications.
- Conduct entrance interviews for the loan applicants and oversee the signing of promissory notes for each borrower. Ensure that complete and accurate information is obtained for each of the approximately 900 loans issued each semester. Complete the checklist verification process for each borrower.
- Act as the primary contact person with the external billing service (ACS). Work with the billing service to update all borrower information including issuing loans, status changes to out of school as borrowers leave school, and perform eligibility determinations for deferment and cancellation requests.
- Track past due accounts and forward same to collection agencies as necessary. Calculate principal, interest, late fees, and collection costs for payoffs and consolidations of loans. Contact credit bureaus on behalf of the College to update information on borrower credit reports.
- Complete the documentation necessary to assign delinquent loans to the US department of education.
- Coordinate the online exit interview process.
- Research Federal loan regulations, guidelines, and deadlines as necessary.
- Perform other duties and responsibilities as assigned by the Assistant Controller.

#### General Bursar Responsibilities:

- Supervise and participate in the collection and deposit of College tuition and fees.

- Monitor tuition receivables of the College and coordinate the collection of same.
- Monitor billing and collection of receivables including the Henry Barnard School.
- Review payment data to ensure tuition payments are accurately recorded on the PeopleSoft student financial system.
- Assist the Bursar in monitoring financial aid data. Analyze financial aid awards to ensure compliance with Federal regulations.
- Supervise staff.
- Assist the Bursar in monitoring the administration of the College's withdrawal policy as it affects charges, financial aid, and refunds.
- Monitor the petty cash fund.

Occasional Job Functions:

- Assume responsibility for the operation of the Bursar office in the absence of the Bursar.
- Perform other related duties as assigned by the Bursar.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's Degree.

Experience:

At least two years of experience in a business or financial environment.

Skills, Knowledge and Abilities:

- Adept at handling funds.
- Excellent communication skills that will ensure positive interaction with students and borrowers.
- Experience utilizing Microsoft Word, Microsoft Excel, and/or other Windows-based software.
- Computer literate.

**PREFERRED:**

- Bachelor's Degree in Business Administration.
- Experience within a bursar office.
- Experience in financial aid administration, or student loan processing.
- Experience in student loan processing and familiarity with using automated processing systems (i.e. PeopleSoft, SCT-Banner, etc.).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*