

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Collection Specialist II  
Code: 11968  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Fiscal Services  
Reports To: Associate Bursar

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## *Summary*

- Function: To provide skills in the collection and reporting of Perkins and other loans funds
- Scope: Responsible for monitoring of federal regulations, producing of reports and daily reconciliation.

## *Duties*

- Typical:
  1. Enters accounts into National Student Loan Data System (SLDS) system, which requires receipt of all signed promissory notes, verification of student Banner data as required for input into SLDS and assignment of loan numbers.
  2. Ensures compliance with provisions of the Federal regulations under the Fair Debt Collection Practices, including monitoring collection agency activity and performance
  3. Processes loan consolidation in response to Department of Education notification within 10 business days.
  4. Performs monthly account reconciliation of all loans funds and cancellations for borrower employment services
  5. Prepares exit counseling materials and ensures that exit interviews are conducted per Federal regulations. Completed exist interviews are reviewed for completeness before removing holds
  6. Processes payments loans billing services, which includes forecasting expenses.
  7. Provide assistance to Associate Bursar in reconciliation and completion of annual federal FISAP report
  8. Handles preparation of journal entries and moves State warrant hold funds from State Comptroller
- Periodic:
  1. Submits accounts to attorney for litigation
  2. Other duties as assigned.

**Education**

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	N/A

**Other Requirements**

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

**Experience**

<b>Required</b>	<b>Preferred</b>
Three years of experience working with collections and credit reporting.	Experience working in collections for a College or University.
	Experience working with National Student Loan Data Systems.
Three years of experience processing loan applications and/or working with loan funds.	Experience working with BANNER or other similar student information system(s).
	Experience working with Perkins and/or other Federal Student loan funds.

**Equipment**

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

**Working Conditions**

<b>Usual</b>	<b>Special</b>
Normal office environment.	May occasionally work overtime

**Supervision**

<b>Received</b>	<b>Given</b>
Direct supervision from Associated Bursar.	None.

**Accuracy**

Proficiency in all phases of the duties performed.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.