The University of Arkansas at Monticello (UAM) (www.uamont.edu/pages/resources/jobs) is seeking applicants for the position of Financial Aid Analyst. This position works under general supervision and has frequent contact with students, faculty, staff, and external agencies/companies.

**Responsibilities:** The Financial Aid Analyst will coordinate default prevention measures for the University. Duties include but are not limited to:

- Contact and follow-up on delinquent borrowers via phone, letter and email
- Counsel borrowers regarding requirements for deferment, forbearance and consolidation options
- Connect student borrowers and their loan servicers
- Document student contact activity and results
- Request necessary reports from loan servicers, federal data systems and lenders in order to manage cohort groups
- Coordinate financial awareness and financial literacy activities for student
- Coordinate exit counseling notifications and events for students
- Cross training with other financial aid staff members
- Other duties as assigned

Occasional overtime work may be required.

**Qualifications:** Minimum qualifications include the formal education equivalent of a baccalaureate degree with a major in general business or related field; plus one year of experience in student financial aid or related area; must have excellent written and oral communication skills.

**Salary:** Position is a grade C115 on the state pay plan with a beginning salary of $29,251 including excellent fringe benefits.

**Application process:** Interested parties may obtain a UAM application at one of the three campus locations or obtained from the above web address:

UAM Personnel Office, Sorrells Hall, Room 200, Monticello
UAM College of Technology-Crossett, 1326 Highway 52 West, Crossett
UAM College of Technology-McGehee, 1609 East Ash (Highway 1), McGehee

All completed applications are to be submitted to the University’s Personnel Office, Sorrells Hall, Room 200, P.O. Box 3597, Monticello, AR 71656.

Review of applications will begin immediately and will continue until the position is filled. UAM is an Affirmative Action/Equal Opportunity Employer and is subject to FOI requests.
Financial Aid Analyst
University of Arkansas at Monticello
Office of Personnel
For complete details visit us on line at
http://www.uamont.edu/pages/resources/jobs
or contact UAM Personnel Office,
Sorrells Hall, Room 200
Phone 870-460-1082
AA/EOE