

Default Prevention Counselor

Harris-Stowe State University is accepting applications for a Default Prevention Counselor. Main function: lower the default rate by increasing awareness of alternatives to student loan default and to increase consumer education for at-risk students. Familiarity with Federal regs regarding Federal Student Aid is a must. Duties include collection activities for the Federal Family Edu.Loan Prog., financial aid packaging, processing Federal Stafford Loans, assisting students with repayment options and coordinating info with the appropriate internal offices and external agencies.

Min. qualifications: A baccalaureate degree, knowledge of financial aid programs, regulations and loan processing, loan collection; and financial services products; exceptional oral and written communication skills; and, at least two years experience in student financial assistance. Proficient use of Microsoft Word or Word Perfect for Windows 6.0 as well as Microsoft Excel. Demonstrated successful experience in the utilization of technology as it relates to financial aid practices and loan procedures is required.

Interested applicants: submit a letter of application, resume and the names of three professional references to:

Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
FAX: (314) 340-3395

Review of applications will continue until the position is filled.

An Application for Employment may be downloaded off our web site www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER