

	Prior 7/1/2004	After 7/1/2004
Class Code:	1601	1601
Title:	Collection/ Loan Manager	Collection & Loan Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Collection and Loan Manager

Job Summary:

Directs and coordinates activities to implement institutional policies, procedures, and practices concerning granting or extending lines of credit and collections.

Example description of duties (not all inclusive):

Arranges for debt repayment or establishes repayment schedules.

Confers with customers by telephone or in person to determine reasons for overdue payments and to review the terms of contracts.

Locates and monitors overdue accounts, using computers and a variety of automated systems.

Negotiates credit extensions, when necessary.

Notifies credit agencies and turns over account records to attorneys when customers fail to respond to collection attempts.

Performs various administrative functions for assigned accounts, such as recording address changes and purging the records of deceased customers.

Recommends and implements processes and procedures.

Communicates with federal and state agencies and lending institutions regarding student loans.

Records information about financial status of customers and status of collection efforts.

Directs the release of funds for student financial aid.

Maintains records and prepares reports.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.