

## Job Description

Title: Systems Specialist	Salary Band: C41
CBA Position: KCSS	Band Range: \$49,030-\$73,819
Department: F.A. & V.A.	FY18 Budget:
Reporting Manager: Coordinator of F.A. & V.A.	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

### Job Summary:

The Systems Specialist is responsible for the establishment, upgrade, monitoring, and maintenance of all financial aid software systems and the processing of financial aid applications.

**Supervisory Responsibilities:** None, but may provide direction to student workers

### Minimum Qualifications/Basic Job Requirements:

Associate's Degree in information technology, business, accounting, or a related field  
3-5 years of experience working processing financial aid documents *and* 1 year experience utilizing financial aid software

### Illustrative Examples of Essential Functions:

- Customize, maintain and implement the annual set up and rule writing procedures for financial aid applications.
- Develop and conduct routine tests to ensure the financial aid software systems are in working condition and comply with federal, state regulations and school policies.
- Updates the portal and web site
- Send various correspondence to students via Communication Management
- Coordinate the file review process to ensure eligible students are receiving the correct amount of financial assistance
- Run daily processes to import student financial aid (FAFSA) information, and other information from the federal SAIG mailbox, includes the transfer/monitoring files. Run Communication Management to assign documents and send students information
- Run the packaging process to award students aid as a group and individually as appropriate
- Run the SAP process at the end of each semester and send students their status via Communication Management
- Send electronic billing request to ISAC for the MAP grant
- Act as Kishwaukee College's main certifying official for the coordination of all veteran educational benefits
- Assist ~~Help~~ veterans with paperwork to utilize veterans education benefits
- Submit billing information for federal veterans education benefits to the Veterans Affairs Office
- Submit billing information to ISAC for state of Illinois MAP Grant, veterans and National Guard educational benefits

