

**NOTICE OF VACANCY**  
**State of New Jersey**  
**Higher Education Student Assistance Authority**  
**Quakerbridge Plaza**  
**Trenton, NJ 08625**

**NOTE: EXTENDED CLOSING DATE**  
**(If you already applied for this position you do not need to reapply)**

**ISSUE DATE:** September 6, 2022      **CLOSING DATE FOR**  
**ACCEPTING RESUMES:** October 31, 2022

**TITLE:**            Student Financial Aid Administrator 1 - Originations (Unclassified)

**SALARY:**        \$55,478 to \$78,450 (P-20)

**LOCATION:** Higher Education Student Assistance Authority (HESAA)  
Quakerbridge Plaza  
Trenton, NJ 08625

**DESCRIPTION:**

Under the general direction of a supervisory officer in the loan Originations unit of the Office of Student Loans within the New Jersey Higher Education Student Assistance Authority (HESAA), has general responsibility for completing credit reviews and arriving at credit decisions for New Jersey College Loans to Assist State Students (NJCLASS) loan applications. This individual will analyze financial data related to loan requests, and evaluate loan documents to ensure accuracy and completeness. Will perform risk assessments on potential loan recipients based on credit rating, borrowing history, and other specific risk factors to determine if applicants meet creditworthiness standards and NJCLASS program guidelines. This individual will assist with technical underwriting issues and questions, and review loan documentation to identify signs of fraudulent activity. Responsible for downloading documents for credit review and loan file preparation. Communicates regularly with applicants, schools and HESAA's bond trustee. This individual is also responsible for troubleshooting, problem resolution, and other related duties. Will assist in other projects as identified including but not limited to; annual audit file preparation and review, testing web products for functionality and usability, and participating on project teams to enhance processing methods. Will also assist with the development of training materials and present training on relevant processes to staff Authority-wide as needed.

This role may be eligible for the Telework Pilot Program (July 1, 2022 through June 30, 2023) consisting of up to two (2) days per calendar week after completing a four (4) month working test period following start date.

**REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Business, Finance, Accounting or a related field. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year-basis.

**Experience:** Two years of loan underwriting experience within the past five years is required. Applied knowledge of underwriting fundamentals and standard industry practices. Knowledge of federal, state and local regulatory requirements. Two years of experience in student financial aid program management and/or data analysis and compilation is a plus. Must be detailed oriented and able to work independently. Excellent communication (both written and oral) and customer service skills are required. Proficient problem resolution capabilities, strong decision-making skills, ability to maintain confidentiality, and ability to organize workload and manage multiple priorities are essential to this position.

**Residency Requirement:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

**INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO: [HR@HESAA.ORG](mailto:HR@HESAA.ORG)**