

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 2 - Originations (Unclassified)
 2 Positions

SALARY: \$50,737 to \$71,553 (P-18)

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 assisting in the compilation, analysis, and presentation of complex data, program monitoring, and evaluation for the New Jersey College Loans to Assist State Students (NJCLASS) program; performs related work as required. Responsible for calculating and processing NJCLASS loan changes, processing borrower correspondence, downloading documents for credit review, preparing loans, making technical updates and changes for third party vendors, counseling borrowers on the application process via telephone, and other related duties. This individual is also responsible for preparing statistical reports and assisting the supervisor(s) with problem resolution. Communicates regularly with applicants, schools and HESAA's bond trustee. Depending on processing needs, will assist in other general areas of the Originations Unit including performing credit reviews. This individual will analyze financial data related to loan requests, and evaluate loan documents to insure accuracy and completeness; and perform risk assessments on potential loan recipients based on credit rating, borrowing history, and other specific risk factors.

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: One year of loan underwriting experience within the past 5 years is required. Applied knowledge of underwriting fundamentals and standard industry practices. Knowledge of federal, state and local regulatory requirements. One year of experience in student financial aid program operations, 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