**POSITION ANNOUNCEMENT**

September 10, 2013

**POSITION TITLE:** Default Management Coordinator/Financial Aid

**NATURE OF JOB:** Coordinate all aspects of default management programming with emphasis placed on reducing the Cohort Default Rate. Communicate effectively with students, parents, lenders, and guarantors.

**DUTIES AND RESPONSIBILITIES:**

1. Mail out letters, brochures, and other pertinent information regarding the implication of default and delinquency.
2. Assist loan students with problems regarding loan payments, resolving defaults, and delinquencies.
3. Notify Lenders and Guarantee Agencies of any change of address, phone numbers.

**QUALIFICATIONS: Required:** BA/BS degree, and at least three years of experience with debt collections, preferably Federal Student Loans. Consideration will be given if the candidate possess less than three years experience with debt collections if currently functioning in a similar position. **Competency/Position Requirements:** Excellent communication skills, ability to comprehend technical information and pay attention to details is essential. **Desired:** Must be familiar with basic financial aid guidelines as it relates to student loan repayment. Specific experience in debt collections.

Successful candidate must provide documentation of identity and eligibility for employment, as required by the Immigration Reform and Control Act (IRCA) of 1986.

**SALARY:** Commensurate with qualifications and experience.

**TO APPLY:** Send letter of application, current resume, official transcript(s), three current letters of recommendation, and official Langston University Application. (The application can be downloaded at [www.langston.edu](http://www.langston.edu)) Please send all documents to:

 (over)

LANGSTON UNIVERSITY

Human Resources Office

Post Office Box 1205

 Langston, Oklahoma 73050

(405) 466-3203

**Candidate credentials must be received no later than September 27, 2013.**

Langston University is in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal Laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.