



University of Houston-Downtown Job Description

Job Title: Coordinator, Default Management
FLSA Category: Exempt
Grade: 22
Job Code: 2810

DUTIES

Job Summary: Oversees student loan counseling sessions and resolves delinquent reports

Duties and Responsibilities:

- Oversees entrance and exit counseling sessions
- Certify loan requests
- Handles delinquent and default reports
- Assists students, lenders, guarantors, staff, and faculty questions regarding student loans
- Resolve student loan questions
- Handle incoming and outgoing manual student loan checks

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Associate's Degree/Vocational or 2 years college experience in related field

Experience: Minimum of 1 year

Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.