Western Connecticut State University
Division of Finance & Administration
Cashier's Office
Assistant Bursar – Temporary

Western Connecticut State University is pleased to announce that applications are being accepted for an Assistant Bursar. This will be a temporary, one-year position.

Position Summary: Responsibilities include works with the Financial Aid & Student Employment department with advising in the matter of student loan repayment and with CSCU’s contracted billing servicer dealing with loan debtors. Submits new loan information for Perkins and Nursing Faculty loans to contracted billing servicer. Monitors and ensures that loan information is entered into contracted billing servicer system as loans are dispersed to student’s accounts. Prepares monthly report that reconciles contracted billing servicer data to new loans issued on student’s Banner account. Maintains borrower contact/records including past due accounts, deferments, loan consolidations, repayment plans, enrollment status, etc. Coordinates with billing servicer to ensure payments, deferments, separations, assignments to collection agency, etc. Processes Loan Verification Certificates (LVC), maintains contact with Consolidation Company, processes payments and notifies Consolidation Company for underpayment/overpayment. Responsible for all phases of the collection process on delinquent student accounts including sending past due notices, respond to all student account balance inquiries, placing delinquent accounts with the university’s contracted collection agencies in accordance to guidelines and regulations established by the State of CT. as well as reports submitted to the Department of Education. Prepares monthly reconciliation report that reconciles collection agencies status reports to Banner. Verifies and processes vouchers for collection agency invoices for payment by the Accounts Payable department. Updates addresses and phone number from collection agencies on contracted billing servicer system. Manages the repayment agreement plans for student accounts which is essential for the university to meets its retention and enrollment goals. Responsible for the tax intercept program including listing delinquent accounts and fielding all related calls and inquires. Maintains list of students whose taxes are intercepted throughout the fiscal year. Monthly prepares tax intercept program report. Assists Bursar with fee assessment and student billing as well as with the operations of the University’s Cashier’s Office as needed.

Qualifications: Bachelor’s degree - business concentration preferred. Three (3) years of experience in an intensive collection and/or customer service environment. Knowledge of Microsoft Office including Outlook, Word and Excel (or comparable spreadsheet application) is required; Knowledge of Ellucian’s Banner and TouchNet U.Commerce is preferred; Must possess excellent organizational skills and the ability to establish office systems and procedures; strong oral and written communication skills and the ability to work effectively with students, parents, staff, and the University community in a team environment; Must be able to manage multiple tasks, analyze problems, as well as recommend effective solutions.

Salary & Benefits: The salary range is $58,422 - $96,471 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.
Position Announcement

Applicant Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Assistant Bursar. Email application materials to hrpositions@wcsu.edu. Application review will begin immediately and continue until the position has been filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer