

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Student Financial Services Special Billing Coordinator
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	56200 - Student Financial Services
<b>Advertised Salary:</b>	\$21.5729 - \$27.4620 hourly rate pursuant to the FSU and CTA/MEA-NEA Agreement
<b>FLSA:</b>	Non-Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	Clerical-Technical Association (MEA-NEA)
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	Assist in administration of the activities of Student Financial Services, which focus on third party billings, dual enrollment, and outside scholarships to coordinate with outside agencies to receive funds on behalf of students. Set procedures and policies related to special billings.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Bachelor's degree in business or accounting. The requirements listed are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered.
<b>Required Work Experience:</b>	Two years full-time work experience within an office setting with complex accounting and communication experience.  Strong computer knowledge including proficiency in Microsoft Office and web-based transactions.

<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Moving</li> <li>• Sitting</li> <li>• Repetitive Movement</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	Higher education work experience with student accounts and Banner experience
<b>Essential Duties/Responsibilities:</b>	<p>Manage third party sponsorship and outside scholarship processes. Process third party billing authorizations and vouchers from a wide scope of outside agencies.</p> <p>Evaluate, prepare, and process outside scholarships.</p> <p>Analyze and reconcile third party payments and contract accounts.</p> <p>Coordinate billing for veterans funding programs.</p> <p>Manage international sponsorship programs.</p> <p>Serve as the lead contact for students sponsored through the Michigan Works program.</p> <p>Coordinate with various outside agencies regarding student sponsorships, such as Michigan Educational Trust (MET), local high schools, and employers.</p> <p>Hire, train, and supervise student employees.</p> <p>Serves as back up to the Director of Student Financial Services and Student Financial Services Manager.</p> <p>Be cross-trained in other specialized areas within the office.</p> <p>Report directly to the Student Financial Services Manager.</p> <p>Responsible for maintaining the confidentiality of designated information.</p> <p>Perform all duties in compliance with applicable University policies and procedures and state and federal requirements.</p> <p>Carry out supervisory responsibilities in accordance with University policies and applicable laws.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
<b>Marginal Duties/Responsibilities:</b>	
<b>Skills and Abilities:</b>	<p>Communicate effectively.</p> <p>Work with a variety of people under adverse conditions.</p> <p>Make sound decisions under time constraints and pressure.</p> <p>Accurately perform mathematical calculations.</p>

	<p>Provide accurate information when advising students.</p> <p>Use computer software such as spreadsheets, database and word processing.</p> <p>Supervise and train employees in their characteristic duties.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Unofficial Transcript 1</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Transcript 1 (REQUIRED): Applicants who have completed college coursework or attained a degree must attach a copy of unofficial transcript. If you do not have a transcript, please write a justification explaining how your work experience is equivalent to the required education and attach that justification in lieu of the transcript. Equivalency for education is two years of full-time related work experience equals one year of education.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
<b>Initial Application Review Date:</b>	July 24th, 2023
<b>Open Until Position is Filled?:</b>	True
<b>Posting Close Date:</b>	July 21st, 2023
<b>Contact Information:</b>	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a> .
<b>EEO Statement:</b>	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a> . The University actively seeks applications from women, minorities, individuals with disabilities,

	veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a> .
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