To apply, submit an employment application (click here for application), resume, and letter of interest to: System Director Student Accounts
5301 S Highway 16
Rapid City, SD 57701

COLLECTIONS SPECIALIST
Position Description

Summary
The Collections Specialist implements collection of accounts from students not currently enrolled and provides clerical assistance to the collections department in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Collections Specialist must satisfy the following minimum qualifications:
1. High school diploma or GED equivalent; and
2. One year of office and/or collections experience.

Skills and Attributes
The Collections Specialist must possess the following skills and attributes: good reading, writing, communication and mathematical skills; ability to work independently. Ability to multi-task and problem solve. Familiarity with the following software: Excel, Word, and Outlook.

Essential Functions
The Collections Specialist performs the following essential functions:
1. Implements collection activity on assigned inactive accounts.
2. Performs daily follow-up on accounts where collections activity has already been activated.
3. Keeps inactive student files current and balanced.
4. Sends correspondence and receipts to students.
5. Tracks amounts collected daily and posts payments to journal daily.
6. Provides temporary submission of account supervisor.
7. Provides preliminary decision as to whether an account is non-redeemable.
8. Provides recommendation/preparation for credit bureau placement.
10. Provides recommendation of no further collection effort.
11. Researches files for information leading to the current location of inactive students.
12. Investigates disputed accounts through various office files.
13. Performs data entry of collection accounts.
14. Works with student files rotating, filing, cleaning up and destroying.
15. Assists with clerical/office duties as requested.
16. Performs other duties as assigned.

Required Work Hours
Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

Reporting and Supervisory Responsibilities
1. The Collections Specialist reports to the Collections Manager.
2. This position has no supervisory responsibilities.
Physical Requirements
The Collections Specialist must be able to speak, hear, see, read, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

Classification
1. FLSA: Nonexempt
2. IPEDS: Office and Administrative Support

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Collections Specialist.

Signature _______________________________ Date _______________________________

Print Name _______________________________