

## Job Description

<b>Job Title:</b> Loan Repayment Assistant (LRAP) Advisor (4526U)	<b>Job ID:</b> 21887
<b>Department:</b> Berkeley Law	<b>Location:</b> Main Campus-Berkeley
<b>Full/Part Time:</b> Full-Time	<b>Regular/Temporary:</b> Regular

### About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

The First Review Date for this job is: July 13, 2016

### Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

Berkeley Law is committed to providing one of the best suites of financial aid programs of any top law school in the country. The Financial Aid Office helps eligible students obtain grants, fellowships, and scholarships based on need and/or merit, as well as an array of federal and private student loans.

The Loan Repayment Assistance Program (LRAP) provides Berkeley Law graduates employed in public service or public interest legal positions with forgivable loans to help them repay their federal student loans. These graduates have significant student loan debt and relatively low incomes compared with many of their colleagues in the private sector.

### Position Overview

The LRAP Advisor analyzes an array of factors (income, student loan and other debt, employment, career goals) and applies knowledge about the

LRAP, federal, state, University, and outside agency laws, regulations, and policies to develop and provide extensive advising services and information to prospective, current, and graduated students about the LRAP and the federal government's complex loan repayment strategies, policies, and procedures.

### **Responsibilities**

- Provides advice and information to current, prospective, and graduated students about the LRAP and the federal government's complex loan repayment strategies, policies, and procedures.
- Determines and advises students and graduates about the best use of LRAP in relation to federal student loan repayment options.
- After analyzing inquiries and determining relevant issues, provides information or recommendations needed to resolve issues or complex problems pertaining to participation in the LRAP and the repayment of student loans.
- Collaborates with Database Specialist and IS&T staff to develop, maintain, and utilize database elements, queries, and reports needed to administer the financial aid programs and LRAP.
- Participates in outreach services to prospective students, parents, and the general public.
- Drafts content and determines the method of communication based upon need for timely communication about financial aid program and LRAP requirements or individual eligibility for financial assistance or LRAP participation. Methods of communication include Web site information, e-mail, twitter and our LRAP blog.
- Creates presentations at information sessions on subjects such as managing personal finances and minimizing student loan debt while attending law school in order to avoid excessively large student loan portfolios.
- Assists in creating educational tools pertinent to financial literacy, financial aid programs, and the LRAP.
- Performs needs analysis and assesses eligibility.
- Reviews LRAP applications and advises applicants about eligibility for the program.
- Recommends adjustments to aid awards.
- Prepares and submits payment and cancellation requests for LRAP forgivable loans by working collaboratively with law school and campus staff.

- Prepares payment requests for the law school's Summer Fellowship and Bridge Programs by working collaboratively with campus staff.
- Participates on standing department committees to raise issues and receive direction on practices and procedures.
- Reviews and reports on changes in federal regulations and that may affect the LRAP. Interprets regulations and recommends changes in policies and procedures to ensure compliance with the regulations and accurate and efficient delivery and cancellation of LRAP forgivable loans.
- Anticipates and proposes solutions to problems that may arise with the LRAP's complicated delivery system.
- Collaborates with law school and campus staff to resolve problems and determine best means of providing effective student activities, programs, and services.
- Serves as alternate LRAP expert on law school's Financial Aid Committee.

#### **Required Qualifications**

- Bachelor's degree in related area and/or equivalent experience/training.
- Basic knowledge of policies, regulations, and practices for awarding financial aid.
- Basic knowledge of University policies, processes, and procedures.
- Basic knowledge of advising and counseling techniques.
- Ability to apply knowledge of policies to individual situations.
- Problem identification and critical thinking skills.
- Ability to calculate LRAP eligibility with attention to detail and accuracy.
- Organizational skills and ability to prioritize work and meet deadlines.
- Written and verbal communication skills.
- Active listening skills.
- Customer service orientation.
- Interpersonal skills.
- Proficiency with office suites, internet, and email applications.
- Experience using complex databases.
- Basic knowledge of common University-specific computer application programs.
- Ability to successfully complete a criminal background check.

#### **Education/Training:**

- Bachelor's degree in related area and/or equivalent experience/training

#### **Salary & Benefits**

The hourly salary range is: \$21.17-\$26.87 (depends on experience, internal equity etc.)

For information on the comprehensive benefits package offered by the University visit: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

**How to Apply**

Please submit your cover letter and resume as a single attachment when applying.

**Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[http://www.eeoc.gov/employers/upload/poster\\_screen\\_reader\\_optimized.pdf](http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf)

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>