



**THE OKLAHOMA STATE REGENTS FOR  
HIGHER EDUCATION**  
*Oklahoma Guaranteed Student Loan Program*  
**JOB DESCRIPTION**  
Recoveries Clerk I

**Non-Exempt  
Position #100044**

**ESSENTIAL FUNCTION**

Provide clerical support to the Recoveries Department.

**RESPONSIBILITIES AND DUTIES:**

- Data entry on CAPS and EAGLE on internal and external accounts.
- Demographic updates on Eagle received from external agencies.
- Assist with the external placement process.
- Proof documents for accuracy, demographic, CAPS and EAGLE data.
- Fax and/or mail documents/reports to schools and lenders.
- Update and maintain multiple departmental spreadsheets.
- Process agency return mail.
- Assist with entering and delivery of incoming correspondence.
- Switchboard duties.
- Other similar duties as assigned.

**POSITION QUALIFICATIONS**

High school diploma or GED required. Associate degree or a combination of post secondary education and job related experience preferred. Good data entry skills and ten key by touch, MS Word, MS Excel and EAGLE experience highly desirable.

Must have attention to detail with good organizational skills and the ability to prioritize tasks. Must have the ability to complete work with very little supervision in a high production atmosphere and work effectively with all levels of personnel.

**SUPERVISION**

The employee performs work under the supervision of the Support Staff Supervisor.

**Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:**

**OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.**

**Fax #: (405) 225-9230**

**E-mail: [hr@osrhe.edu](mailto:hr@osrhe.edu)**