
Auburn University Job Description

Job Title:	Advisor, Scholarship	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	AD03	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

Job Summary

Administers and advises scholarship programs for prospective and currently enrolled students, to include scholarship eligibility, renewal, and awarding processes. Completes a multitude of functions which include, but not limited to, conducting audits, managing projects, and providing input on policy updates.

Essential Functions

1. Advises prospective and currently enrolled students and other stakeholders on college and university scholarship opportunities, financial aid, and application processes via in-person advising sessions, phone call, or presentations.
2. Coordinates the awarding, cancellation, disbursement, and renewal of institutionally-funded scholarships.
3. Presents scholarship information to students and parents and represents the department at internal and external functions.
4. Maintains records such as application data, awards granted, scholarship opportunities, previous recipients, and donor information in accordance with state and federal laws and university regulations.
5. Administers scholarship agreements including but not limited to awarding, reconciling account balances, and selecting appropriate scholarship recipients.
6. Prepares reports such as those related to scholarship applicants, scholarship awards, and scholarship agreements.
7. Interprets office and University policies and procedures to students, faculty, staff, departments, campus partners, and external stakeholders.
8. Facilitates scholarship projects in support of the department, unit, or University.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

No specific discipline.

Focus of Experience

Experience advising students, including but not limited to, admission advising, scholarship advising, financial aid advising, academic advising, academic counseling, career services, academic coaching or student recruiting, financial services, public relations, or relevant experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 03/07/2019
