
Auburn University Job Description

Job Title: **Asst Dir, Univ Scholarships**
Job Code: **AD29**
FLSA status: Exempt

Job Family: No Family
Grade 34: \$45,100 - \$75,100

Job Summary

Assists in the direction and oversight of the operations of the Office of University Scholarships and the awarding of institutional and external scholarships.

Essential Functions

1. Oversees the advising, awarding, and administration of university scholarships.
2. Coordinates technical functions associated with awarding scholarships including database management and data analysis.
3. Oversees the administration of scholarship publications, website development, event planning, and training.
4. Analyzes data pertaining to scholarship applicants, agreements, and awards and implements necessary changes to existing procedures.
5. Coordinates the participation of the Office of University Scholarships at internal and external functions.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Communications, Marketing, Social Sciences, Public/Business Administration or related field
Experience (yrs.)	5	Experience in the operations and/or administration of professional services related to financial aid/scholarship, education, management, marketing, sales, or customer service with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.

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

Knowledge of scholarship policies and procedures, communications, marketing, and promotional practices.

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 standing, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 3/28/2017
