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## Auburn University Job Description

Job Title: **Coord, Scholarship & Research**

Job Family: No Family

Job Code: **AA93**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

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### Job Summary

Coordinates all aspects of recruiting, mentoring, and assisting Auburn University students with applications for nationally competitive scholarships and awards, as well as recruiting, mentoring, and assisting Auburn University Honors College students with grants, awards, internships, and research opportunities.

### Essential Functions

1. Coordinates all aspects of recruiting, mentoring, and assisting Auburn University students with applications for nationally competitive scholarships and awards such as Fulbright, Rhodes, Goldwater, Truman, Marshall, and National Science Foundation Graduate Research Fellowships, among others.
2. Coordinates all aspects of recruiting, mentoring, and assisting Auburn University Honors College students with scholarships, grants, awards, internships, and research opportunities, including, but not limited to, nationally competitive scholarships and awards.
3. Plans and executes special engagements and events designed to recruit students for nationally competitive scholarships and awards and/or recruit Honors College students for scholarships, awards, internships, and research opportunities. Serves as primary point of contact for events.
4. Plans, develops, and coordinates specific student development programs to build a pipeline of applicants for nationally competitive scholarships and awards beginning in students' freshman year.
5. Collaborates with campus partners such as Deans, department heads, faculty, advisors, in an effort to identify candidates for nationally competitive awards and to recruit current students to the Honors College.
6. Coordinates participation of administration, faculty, staff, and alumni in events relating to scholarships, awards, research, and internship opportunities.
7. Coordinates unit-level scholarship, grants, and research funding committees.
8. Maintains a detailed calendar of all deadlines for scholarship, grant, award, research, and internship applications, as well as files, databases, and electronic records of materials.
9. Teaches relevant Honors College participation courses.

### 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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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	No specific discipline.
<b>Experience (yrs.)</b>	1	Experience in grant, fellowship, or scholarship writing or student advising and counseling.

#### 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 grant writing, student development strategies, public relations, management of records, scheduling, and common computer applications/software such as Microsoft, Excel, PowerPoint, and Access.

#### Certification or Licensure Requirements

None Required.

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### 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, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, and lifting up to 25 pounds.

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

Date: 11/26/2018

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