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## Auburn University Job Description

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|--------------|-------------------------------|-------------|---------------------|
| Job Title:   | <b>Dir, Univ Scholarships</b> | Job Family: | No Family           |
| Job Code:    | <b>AD27</b>                   | Grade 36:   | \$59,700 - \$99,600 |
| FLSA status: | Exempt                        |             |                     |

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### Job Summary

Directs the operations of the Office of University Scholarships and awards and processes institutional and external scholarships.

### Essential Functions

1. Oversees the awarding of Freshman, Transfer, and General Scholarships, the processing of Departmental and External Scholarships, and the application of Academic Scholarship Waivers while ensuring fiscal responsibility.
2. Reviews and makes recommendations for improvements to the process by which scholarship recipients are identified awarded.
3. Reviews and approves the scholarship website and all scholarship publications to ensure processes, scholarship availability, and the offices mission is accurately and effectively communicated.
4. Reviews proposed scholarship agreements, to include but not limited to, ensuring a sufficient number of prospective recipients can be identified per the criteria outlines and that guidelines outline for scholarship administration and award of the scholarship comply with federal and university guidelines.
5. Oversees and maintains the Office of Scholarships budget.
6. Represents Auburn University, the Office of Enrollment Services, and the Office of University Scholarships at various functions both external and internal to include external selection committees, internal planning teams, and management teams.

### 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>  |
|--------------------------|--------------------------|---|
| <b>Education</b>         | Four-year college degree | Degree in Communications, Marketing, Social Sciences, Public/Business Administration or related field   |
| <b>Experience (yrs.)</b> | 5                        | Experience in the operations and/or administration of professional services related to financial aid/scholarship, education, management, marketing, sales, or customer service. |

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 10/23/2012

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