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## Auburn University Job Description

Job Title: **Asst Dir, Univ Scholarships**

Job Family: No Family

Job Code: **AD29**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

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### Job Summary

Reporting to the Director of University Scholarships, the Assistant Director of Scholarship Operations and Compliance provides leadership and support in the development and implementation of scholarship programs and processes to support university financial aid leveraging and strategic enrollment goals. Responsible for managing daily operations associated with the administration and compliance of all institutional and external scholarships and the supervision of student advisement, outreach, and affordability services and serves as the lead for all technical functions within the unit.

### Essential Functions

1. Oversees and ensures accurate scholarship awarding and disbursement processes and required reporting to ensure compliance with institutional, state, and federal policies and guidelines and donor intent as outlined in the gift agreement drafted by the Office of Advancement. Routinely provides information regarding the various aspects of scholarship administration including, but not limited to, consideration, eligibility, awarding, disbursement, and donor appreciation.
2. Maintains scholarship management platform, coordinates website development, and oversees all technical functions associated with scholarship administration campus-wide, including database management and batch posting processes.
3. Coordinates efforts and communications between the Office of University Scholarships, Office of Information Technology, and software vendors as they relate to meeting the needs of campus constituents through effective system process and report design.
4. Develops and implements new system processes as dictated by changes in policies and regulations. Performs data analysis and Banner regression testing to ensure needed systems and reports are functional.
5. Coordinates development of publications and web content in promoting services of the Office of University Scholarships and opportunities for student aid.
6. Supervises, trains, and monitors performance of assigned staff.
7. Serves as liaison to campus departments and users regarding scholarship administration best practices, training, and awarding.
8. Performs other duties as assigned.

### 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, Finance, Accounting, Higher Education Administration, Psychology, or related field
<b>Experience (yrs.)</b>	7	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. Knowledge of financial and budget principles; federal regulations, university policies and procedures, and higher education best practices for awarding and disbursement of financial aid; and federal regulations, university policies and procedures, and higher education best practices for establishing and awarding scholarships. Interpersonal communication, presentation, public speaking, and problem solving skills are required. The ability to exercise independent judgement and handle multiple tasks simultaneously with attention to detail are also required.

#### **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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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.

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Date: 11/10/2022

