



## JOB INFORMATION

Job Code	AD29
Job Description Title	Asst Dir, Univ Scholarships
Pay Grade	SR10
Range Minimum	\$52,310
33rd %	\$64,510
Range Midpoint	\$70,610
67th %	\$76,710
Range Maximum	\$88,920
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

## JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Scholarships

## 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.

## RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Coordinates development of publications and web content in promoting services of the Office of University Scholarships and opportunities for student aid.
- Supervises, trains, and monitors performance of assigned staff.
- Serves as liaison to campus departments and users regarding scholarship administration best practices, training, and awarding.
- Performs other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

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.
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## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Communications, Marketing, Social Sciences, Public/Business Administration, Finance, Accounting, Higher Education Administration, Psychology, or related field	and	7 years of	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.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of scholarship policies and procedures, communications, marketing, and promotional practices.	And
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.	And
Interpersonal communication, presentation, public speaking, and problem solving skills are required.	And
The ability to exercise independent judgement and handle multiple tasks simultaneously with attention to detail are also required.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.			Required	

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing				X		
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically and distinguish colors.