



JOB INFORMATION

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| 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

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|---------------|-------------------|
| 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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| 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

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|---|-----|
| 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 | | | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Talking | | | | | X | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | | X | |
| 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.