

Position Description

Position Title: Coordinator of Scholarships and Student Employment

Classification: Other Unclassified

Function of Work: Manage Scholarships/Student employment and administer all federal and state policies and procedures concerning awarding and reporting of scholarships and student employment, and reconciliation for financial aid/scholarships.

Supervision Received: Associate Director of Financial Aid and Scholarships

Supervision Exercised: Student Employment Counselor, 1 Scholarship Accounting Technician, 1 Administrative Assistant

Qualifications: Bachelors' Degree or equivalent experience (combination of education, training and related experience) required. Computer literacy including experience with Microsoft Office products preferred. Demonstrated customer service skills required. Must be able to communicate and establish a rapport with a diverse student population. Ability to give written and oral instruction in an understandable manner and ability to work independently is essential. Supervisory experience preferred.

RESPONSIBILITIES

- Administer all federal, state, and institutional policies and procedures relating to scholarships and student employment
- Counsel students and parents in all aspects of Scholarships and Student Employment
- Process entering freshman applications for awarding university academic scholarships
- Maintain student files for Institutional Scholarships
- Reconcile of all Institutional scholarships and Fee exemptions between FAM and FRS
- Verify of deposits into appropriate third party accounts
- Verify of money received from third party vendors is fed to student's accounts or returned to vendor
- Reconcile of alternative loans by matching money received to money fed to student's accounts or returned
- Process out of state waiver applications
- Process Scholarship appeals
- Complete other projects as assigned by the Associate Director and Director of Financial Aid
- Determine eligibility for federal, state, and institutional Scholarships
- Supervise and monitor work progress and distribution of work for Scholarships/Student Employment
- Serve as liaison between financial aid and the athletic department in regards to NCAA regulations
- Serve as Coordinator of all University Scholarships and Fee exemptions
- Develop institutional policies and procedures for scholarship/student employment programs
- Coordinate annual audits of records
- May perform other duties as necessary assigned by the Associate Director or Director of Student Financial Aid and Scholarships