

# Carolyn Jones

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## Professional Summary

Worked at the NSU Scholarship Office for 16 years starting off as admin. secretary and to become the Accounting Technician. In 2012 promoted to the position of NSU Coordinator of Scholarships and Student Employment.

## Education

**ASSOCIATE DEGREE IN GENERAL STUDIES, NORTHWESTERN STATE UNIVERSITY, 2001**

## EXPERIENCE

**Coordinator of Scholarships & Student Employment**, Northwestern State University, 2012- Present

- 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

**Accounting Technician**, Northwestern State University 2000-2012

- Post activity to accounts
- Reconcile accounts
- Run reports