



		ISSUED: 10/15/2018
TITLE: Scholarship Specialist	SALARY TABLE: B	CLASS CODE: PE374
UNION: P&A, Local 1079, U.A.W.	SALARY GRADE: 11	EEO CODE: 30
JOB GROUPING: Stand alone	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Scholarship Specialist is responsible for administering and participating in the university-wide private scholarship awards process and selection. Reconciles administrative, operational and funding processes. Collaborates with relevant external and internal stakeholders including University Development Office professionals, College Deans and their administrative teams to monitor and report the expenditures of institutional scholarships funds budget.

ESSENTIAL JOB FUNCTIONS

Lead the university-wide scholarship award selection process. Provide relevant information pertaining to scholarship applicants and nominees and bring panelists to a consensus in selecting award recipients. Apply extensive institutional knowledge and governing laws in selecting awardees.

Ensure department and university compliance with federal financial aid regulations in awarding and disbursing scholarship aid, particularly in situations when estimated financial assistance and external and institutional aid are present.

Analyze endowed, institutional and external scholarship funding and reconcile funds as needed. Monitor and report the expenditures of institutional scholarships funds budget. Coordinate with cashier's office to award external scholarship funds to awardees.

Act as a scholarship subject matter expert, providing essential information and data for relevant stakeholders, including current and potential students, development officers, external agencies or foundations, and internal university financial aid office professionals.

Analyze student financial aid scholarship appeals, considering all factors including changing and/or extenuating circumstances of the students. Resolve the appeals ensuring that individual-level student outcomes balance with group and organization-level university institutional financial aid budgets.

Partner with communications coordinator to ensure communications relating to scholarships are timely and accurate.

Analyze Office of Scholarships and Financial Aid's scholarships systems and methodology; identify opportunities for improvement and lead improvement initiatives.

Perform related tasks as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in social sciences, humanities, communications, business administration, information systems/information technology or related field or an equivalent combination of education and experience.

Minimum two years' experience working with scholarship selection processes and methodologies. Knowledge of state and federal laws governing private scholarships and familiar with federal financial aid regulations.

Ability to communicate clearly, concisely and professionally both verbally and in writing. Strong electronic communication skills.

Ability to compare, contrast and quality check work with a keen attention to detail. Strong analytical skills including critical thinking and problem solving skills. Able to read, adapt and implement changes to comply with new laws and program guidelines.

Proficient in the use of Banner or similar software and Microsoft Office tools including Excel and Project Management/SMARTSHEETS, Salesforce, or other CRM systems.

Skilled in identifying methods to anticipate student needs, developing ways to address and implement changing regulations, and working with other staff to improve services. Must be well organized; comfortable with math and technology.

Ability to balance several priorities at a time, assess workflow and make adjustments.

ADDITIONAL COMMENTS

The position incumbent will be required to work with varied internal and external customers and must possess the ability to clearly communicate complex issues to technical and non-technical audiences. This position necessitates a high level of confidentiality and is dedicated to a high level of customer service. This classification receives direction from a Manager level position.