



		ISSUED: 6/23/2022
TITLE: Scholarship Coordinator - SOM	SALARY TABLE: AP	CLASS CODE: PE401
UNION: P&A Local 1079, U.A.W	SALARY GRADE: 10	EEO CODE: 30
JOB GROUPING: None	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE:

Manage the School of Medicine annual, endowed and institutional scholarship funds. This includes the coordination of business processes for scholarship programs and communication with various internal and external stakeholders. This position will also be responsible for producing monthly scholarship status and reconciliation reports. The position reports to the Senior Director of Enrollment Management Services for The School of Medicine.

ESSENTIAL FUNCTIONS	% Time
Responsible for School of Medicine funds management. Includes but not limited to Reconciliation of School of Medicine institutional, endowed and annual scholarships in collaboration with the Office of Student Financial Aid. Ensure all available funds are spent in accordance with award timelines.	40
Manage the electronic application process, the scholarship selection process, and scholarship accounts, including scholarship renewals and appeal processes. Manage the SOM electronic application process and scholarship selection process. Organize, facilitate and manage multiple selection committees. Produce monthly reports to the Scholarship Committee on status of scholarships.	20
Design and implement coordinated business processes for scholarship programs in collaboration with the Office of Student Financial Aid, the Director, the academic units, and internal / external constituents to support and advance the campus strategic plan.	15
Design and edit communications relative to financial aid and scholarships. Ensure award communications are sent to recipients.	10
Develop and implement programs, events, and scholarship recruitment campaigns. This may include occasional presentation to students, campus constituents and external constituents. Provide ongoing scholarship updates and communications for Advancement and Alumni Offices and who support scholarship programs.	5
Prepare scholarship application materials in accordance with donor intent and gift agreements. Ensure compliance. Manage scholarship accounts responsibly and ethically, ensuring that the terms of gift agreements and donor intent are met and documented.	5
Other duties as assigned.	5

MINIMUM QUALIFICATIONS

Education

Bachelor's Degree from an accredited college or university with progressive experience in higher education, finance or accounting. Master's degree in Business, Public Administration, Finance, or related field preferred.

Experience

Minimum 2 years' experience working with scholarship selection processes and methodologies.

Knowledge, Skills and Abilities

Knowledge of state and federal laws governing scholarships. Knowledge of federal financial aid regulations. Excellent oral, written and interpersonal communication skills. Ability to present complex financial and scholarship information to a variety of audiences. Excellent public speaking and presentation skills. Strong computer knowledge of Microsoft Word, Excel, Access, and Power Point.

Working Conditions

Office environment.