**Scholarship Coordinator Standard Job Description**

**Classification Title:** Scholarship Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Scholarship Coordinator, under general supervision, delivers quality customer service, student counseling, scholarship account management, and program reconciliation.

**Essential Duties and Responsibilities:**

**40% Leadership and Support for Financial Aid Programs**

* Provide effective leadership and direct support to carry out the recommendations and instructions of supervisors regarding student financial aid programs.
* Counsel prospective and current students and families concerning school-related financial aid and scholarship issues, including the application and awarding process.

**20% Administration of Scholarship Programs**

* Ensure that the administration of scholarship programs aligns with the laws, regulations, and policies governing their management.
* Coordinate and enter waivers and exemptions for students attending the University.

**10% Training and Supervision**

* Provide training and supervision to financial aid counselors.
* Oversee the training of scholarship staff.

**10% Student Advising**

* Assist students in budgeting and securing resources to meet their expenses.
* Support students through the financial aid application process.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Two years of related experience including one year of related supervisory experience. One year of supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of needs analysis formulas and the process of awarding and revising aid awards.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.
* Ability to present information clearly and concisely.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/ or work on weekends.
* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**