Coordinator, Scholarship

FLSA Status: Exempt
Pay Grade: 13
Job Title ID: 12261
Job Series/Job Family: Student Support & Success Series / Financial Aid & Veterans Affairs Family

Reports To

Director, Office of Student Assistance

Job Purpose

To administer and market the ACC Scholarship Program and serve as the liaison to other ACC departments, external donors and the ACC Foundation Office.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develop, manage, and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability.
2. Promote the scholarship program in order to increase the number of scholarships and scholarship applications.
3. Develop marketing literature to promote awareness of scholarship opportunities for students, and scholarships for specific majors.
4. Provide leadership, supervision and direction for the Scholarship unit of the Financial Aid Office.
5. Implement policies and procedures while continuing to improve delivery systems, maximize office efficiency and improve overall scholarship unit effectiveness.
6. Plan, evaluate, and set yearly goals for the scholarship area.
7. Collaborate with faculty and staff in order to promote scholarships. Collaborate with IT staff to automate the scholarship application process.
8. Participate actively in enrollment management and student retention activities.
9. Develop and conduct presentations as needed.
10. Develop and maintain strong community relations with donors and potential donors and students.
11. Acts as liaison with ACC Foundation, other ACC departments and external donors/organizations.
12. Provide projections, allocations and comprehensive reports as needed.
13. Train, evaluate and supervise staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Scholarship and federal aid programs.
- Computerized financial aid systems.
- Compiling data and preparing reports.
- General operations of an institution of higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including occasional evenings and weekends.
- Making public presentations to large and small groups and one-on-one.
- Effectively using interpersonal skills and communications skills, including tact, diplomacy, understanding, compassion and valuing all contributions, while maintaining adherence to ACC rules.
- Effectively using organizational and planning skills, with acute attention to detail, exacting accuracy, and follow-through.
- Researching, analyzing, and compiling data, and producing accurate reports from complex datasets, surveys, and software programs.
- Maintaining confidentiality of work related information and materials, including information from student records.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Effectively working with a diverse and multicultural student body.
- Prioritizing, implementing, and managing multiple projects and due dates.
- Complying with federal and state regulations.
- Supervising classified and hourly staff.

Computer Skills

Required

- Demonstrated proficiency at an advanced level, using standard office software, including word processing, spreadsheet, database, publications an/or presentation software.

Physical Requirements

Required

- Occasional lifting up to 25 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years related work experience.

Preferred

- Three years work experience in a higher education setting.

Education

Required

- Bachelor's degree.

Other

Required

- Must have reliable transportation for local Austin area travel.

Safety

Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.