

The University of Akron
Classification Specification

Job Title:	Coord Univ Scholarship Programs	Job Code:	47322
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	12/07

Job Summary:

Coordinate and administer the University Scholarship Programs and other student financial aid issues. Monitor all programs to ensure compliance with regulations and policies and advise campus community accordingly. Work with campus community to resolve complaints.

Essential Functions:

Coordinate University Scholarship Programs to include decision-making regarding scholarship awards, programs, policies, procedures and selection of recipients. Maintain student financial aid database and related computer databases and files.

Analyze and maintain the scholarships' budgets and financial procedures. Plan expenditures based on projected income and balances scholarship accounts at year-end. Notify college deans/department chairs of yearly dollars available from scholarship accounts designated as collegial awards.

Research and disseminate scholarship information to colleges and constituencies to properly identify and match donor requests with student characteristics, employment, field of study community involvement, ect. Select recipients and/or refers candidates to external organizations.

Monitor and make recommendations and updates all procedures for obtaining and maintain application documents required to award scholarship assistance. Monitor academic performance of scholarship recipients and makes decisions regarding the awarding/renewal of scholarship funds to applicants.

Maintain high-level contact with University community, donors of scholarship funds and off-campus sponsoring organizations.

Provides advisement and counseling services to students and parents regarding the scholarship application process and receipt of scholarship assistance.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in student financial aid within a higher education environment. Working knowledge of state and federal financial aid regulations and university policies and procedures required. Strong computer skills to include word processing, spreadsheets and database administration required. Strong problem-solving, research and communication skills required. Ability to advise students and parents in areas of financial aid required. Ability to interact with people from diverse cultures and backgrounds. Ability to function in a fast paced, high volume work environment required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.