Classification Specification:
Scholarship & Grants Coordinator

Classification Number: 66568
Effective Date: April 4, 2014
Pay Grade: 
Current Exemption Status: Nonexempt

Position Summary

Responsible for maintaining awards, and compliance of scholarships. May participate in reviewing scholarship appeals and oversee other related activities. Counsels students, prospective student and families.

Essential/Primary Duties

– Oversees awarding of scholarships, awards and student financial aid packages. Prepares related paperwork and ensures compliance with relevant federal, state and other regulations.

– Counsels students, prospective students and their families, and the general population; answers general scholarship, award or financial aid questions. May also counsel and provide advice to BGSU coaching and athletic staff members regarding student athlete awards.

– Runs queries, reports and summaries of scholarship, grant, award and aid packages for compliance and other purposes.

– Monitors and processes employee and dependent fee waivers.

– May prepare outreach presentations for both BGSU staff and outside agencies regarding scholarships, awards and financial aid processes and information.

– May serve on scholarship review committee.

Experience and Education

Experience
– One year related experience required

Education
– High school diploma or equivalent required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
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Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to query, run reports and modify data in financial systems
— Ability to access and maintain document imaging systems, including scanning and filing documents
— Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence
— Ability to maintain sensitive or confidential information

Supervisory Responsibility

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Providing Direction

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Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.