

OHIO  
CLASSIFICATION  
SPECIFICATION

Developed for Equal Opportunity

## CLASS TITLE:

Scholarship and Grants Coordinator

CODE:

66568 C

## MAJOR AGENCIES:

County Offices, Universities

JURISDICTION:

County, Univ.

FUNCTION: Under general supervision from scholarship & grants supervisor, coordinates scholarship & grants programs with federal, state, university, Board of Regents' guidelines; assists supervisor with minor administrative tasks; provides financial aids counseling; may supervise clerical personnel;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-66	Organize & coordinate scholarships &/or grants programs with federal, state, university, Board of Regents' guidelines.	Knowledge of (1) government structure & process, (2) office practices & procedures*; ability to (3) communicate with students, parents & financial aid personnel, (4) understand system of financial procedures (5) maintain accurate records.
2	25-31	Assists supervisor with minor administrative tasks (e.g., preparation of correspondence and reports; administering special programs; making special awards selections; processing awards and grants, etc.).	Knowledge of 1, 2*, (6) supervision; ability to 4.
3	7-13	Provides financial aids counseling for students & parents; provides information for prospective students/recipients & high school counselors.	Knowledge of 1, 2*, (7) counseling; ability to 2, 4.

123:1-7-17

961

\*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: (including license, if any.)

3 courses concerning student loan/scholarship procedures & guidelines (or 3 mos. exp.); 1 course in supervision (or 1 mo. exp.); 20 hrs. training in counseling (or 1 wk. exp.); or equivalent.

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