

Classification Specification: Scholarship & Grants Coordinator

Classification Number: 66568 Pay Grade:
Effective Date: April 4, 2014 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

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

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