FISK UNIVERSITY
Job Description Form

Position Title: Scholarship Coordinator (part-time)

Department: Financial Aid

Reports To: Director of Financial Aid

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: March 2014

POSITION SUMMARY

The Scholarship Coordinator will effectively identify scholarship sources suitable for Fisk University academic environments and students and he/she will administer the University Scholarship Program, providing budget oversight and ensure that each named scholarship recipient meets requirements. The incumbent will monitor and award all scholarships both external and internal toward student accounts (excluding TN Hope Scholarship program and admissions related scholarships). Will also identify, recruit and assist students seeking scholarships to enlarge significantly the percentage of Fisk students receiving non-University scholarship assistance that will help reduce financial barriers to entering and graduating from Fisk. The incumbent will also develop the record tracking systems required to ensure continued qualification of students on scholarships.

ESSENTIAL FUNCTIONS

• Develop and maintain effective relationships with Scholars and their families to help secure scholarship support from a variety of sources.

• Develop substantial knowledge regarding the availability of scholarship funding from various sources and develop plans for gaining access to those funds.

• Assess each Scholar’s qualifications for scholarship eligibility.

• Help Scholars to meet admissions, financial aid, and scholarship application deadlines and to produce quality scholarship applications.
• Assist in the development of a suitable communication plan for implementation of new processes.

• Work evenings and weekends as needed to effectively engage with Scholars and parents or participate in recruitment events.

• Compiles and reports metrics on a semester basis to assess the University's performance in awarding privately funded scholarships.

• Conduct student workshops and/or presentations (e.g. scholarships, aid, saving for college, resume building, etc.)

• Prepare a variety of documents, reports, and written materials (e.g. individual awards, invitations, event programs, bulletins, reports, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.

• Maintain tracking system of students and applications to assess individual progress for students and to provide outcomes and standards of measurement for job performance and assigned duties.

SECONDARY FUNCTIONS

• Study the latest trends and issues regarding post-secondary education, financial aid and scholarship policies.

• Work evenings and weekends as needed to effectively engage with Scholars and parents or participate in recruitment events.

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

• Effective communications skills; written and oral.

• Knowledge of software i.e Excel, Power point etc. and methods to create graphic designs for brochures, flyers and poster presentations.

• Knowledge to compile data, create visual reports of results and prepare reports for distribution.

• Ability to work effectively with diverse groups; students, faculty, staff, and public constituencies.
QUALIFICATIONS

Education: Bachelors Degree from an accredited college or university.

Experience: Three years in higher education with experience in Financial Aid or Scholarship Offices, preferred. Ideally the coordinator will have a proven record of working in an academic setting with students, donors, faculty and staff.

Licenses or Certificates: None required.

Additional Requirement: A background and credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.