

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Scholarships**

Job Code: **3525**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education		Bachelor's degree in Human Resources, Business, Administration or Accounting
Experience	Two years with scholarship program and/or Financial Aid	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Facilitates the day-to-day operations of the Scholarship Program. Oversees the establishment and maintenance of scholarship accounts and files including monthly reconciliation. Interacts with the various schools regarding their accounts. Oversees the workflow of secretary. Assists in the coordination of all major SIAO events.**

Duties and responsibilities	% Time
Promote, monitor, report on all facets of new and continuing student scholarship awards (ongoing-task and external awards).	25
Administer approximately 150 scholarship accounts.	20
Train and supervise the external scholarship student worker position. Make presentations to students regarding scholarship application processes. Coordinate all aspects of special scholarship programs (e.g., scholarship workshops, scholarship receptions, etc.)	15
Meet daily with students to resolve scholarship issues	10
Communicate with university personnel (e.g., University Advancement, schools, Financial Aid, Cashier, Enrollment Services) regarding scholarship issues, including designing and developing scholarship materials	10
Assist in creating & implementing special SIAO initiatives	10
Oversee the management of SIAO in the absence of the Associate Dean	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*