AUBURN
Human Resources

Coord, National Prestigious Scholarships

Job Description

JOB INFORMATION

Job Code	AA93
Job Description Title	Coord, National Prestigious Scholarships
Pay Grade	SR06
Range Minimum	$37,810
33rd %	$44,110
Range Midpoint	$47,270
67th %	$50,420
Range Maximum	$56,720
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

The Coordinator of National Prestigious Scholarships assists the Assistant Director for National Prestigious Scholarships in recruiting, advising, and supporting students as they learn about and apply for nationally competitive awards and opportunities.

RESPONSIBILITIES

- Collaborates with the Assistant Director to recruit students for nationally competitive awards. Responsibilities include leading information sessions on specific awards, facilitating skill-building workshops, and organizing events to celebrate applicants and award recipients.
- Assists the Assistant Director in guiding and mentoring students as they explore and pursue nationally prestigious scholarships. Maintains consistent communication and provides encouragement to advisees throughout the recruitment, application, and selection stages.
- Supports the Assistant Director in collecting, tracking, and circulating students' application materials.
- Assists the Assistant Director in creating, updating, and distributing informational materials on nationally competitive awards, including rack cards and web content.
- Supports the Assistant Director in managing the information systems within the Office of National Prestigious Scholarships, including but not limited to maintaining lists of scholarships, awardees, and campus contacts.
- Supports the Assistant Director in maintaining promotional communications with students, faculty, and alumni. These include but are not limited to newsletter announcements and social media posts.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	1 year of	Experience in grant, fellowship, or scholarship writing or student advising and counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of grant writing, public relations, management of records, scheduling, and common computer applications/software such as Microsoft Word, Excel, and PowerPoint.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.