AUBURN
Human Resources

# Advisor I, Scholarship

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AD03A |
| Job Description Title | Advisor I, Scholarship |
| 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 | 3/17/2023 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Student Resources |
| Job Function: | Scholarships |

## JOB SUMMARY

Administers and advises scholarship programs for prospective and currently enrolled students, to include scholarship eligibility, renewal, and awarding processes. Completes a multitude of functions which include, but not limited to, conducting audits, managing projects, and providing input on policy updates.

## RESPONSIBILITIES

- Advises prospective and currently enrolled students and other stakeholders on college and university scholarship opportunities, financial aid, and application processes via in-person advising sessions, phone call, or presentations.
- Coordinates the awarding, cancellation, disbursement, and renewal of institutionally-funded scholarships.
- Presents scholarship information to students and parents and represents the department at internal and external functions.
- Maintains records such as application data, awards granted, scholarship opportunities, previous recipients, and donor information in accordance with state and federal laws and university regulations.
- Administers scholarship agreements including but not limited to awarding, reconciling account balances, and selecting appropriate scholarship recipients.
- Prepares reports such as those related to scholarship applicants, scholarship awards, and scholarship agreements.
- Interprets office and University policies and procedures to students, faculty, staff, departments, campus partners, and external stakeholders.
- Facilitates scholarship projects in support of the department, unit, or University.

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

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| 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 | 0 years of | Experience advising students, including but not limited to, admission advising, scholarship advising, financial aid advising, academic advising, academic counseling, career services, academic coaching or student recruiting, financial services, public relations, or relevant experience. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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