AUBURN
Human Resources

Advisor II, Scholarship

Job Description

JOB INFORMATION

Job Code	AD03B
Job Description Title	Advisor II, Scholarship
Pay Grade	SR07
Range Minimum	$41,590
33rd %	$48,530
Range Midpoint	$51,990
67th %	$55,460
Range Maximum	$62,390
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/17/2023

JOB FAMILY AND FUNCTION

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

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	2 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

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