AUBURN
Human Resources

Dir, University Scholarships

Job Description

JOB INFORMATION

Job Code	AD27
Job Description Title	Dir, University Scholarships
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
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:	Scholarships

JOB SUMMARY

Directs the operations of the Office of University Scholarships and awards and processes institutional and external scholarships.

RESPONSIBILITIES

- Oversees the awarding of Freshman, Transfer, and General Scholarships, the processing of Departmental and External Scholarships, and the application of Academic Scholarship Waivers while ensuring fiscal responsibility.
- Reviews and makes recommendations for improvements to the process by which scholarship recipients are identified awarded.
- Reviews and approves the scholarship website and all scholarship publications to ensure processes, scholarship availability, and the offices mission is accurately and effectively communicated.
- Reviews proposed scholarship agreements, to include but not limited to, ensuring a sufficient number of prospective recipients can be identified per the criteria outlines and that guidelines outline for scholarship administration and award of the scholarship comply with federal and university guidelines.
- Oversees and maintains the Office of Scholarships budget.
- Represents Auburn University, the Office of Enrollment Services, and the Office of University Scholarships at various functions both external and internal to include external selection committees, internal planning teams, and management teams.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Degree in Communications, Marketing, Social Sciences, Public/Business Administration or related field	and	5 years of	Experience in the operations and/or administration of professional services related to financial aid/scholarship, education, management, marketing, sales, or customer service.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.