

### JOB INFORMATION

Job Code	AA93
Job Description Title	Coord, Scholarship & Research
Pay Grade	SR06
Range Minimum	\$36,520
33rd %	\$42,610
Range Midpoint	\$45,650
67th %	\$48,700
Range Maximum	\$54,780
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

Coordinates all aspects of recruiting, mentoring, and assisting Auburn University students with applications for nationally competitive scholarships and awards, as well as recruiting, mentoring, and assisting Auburn University Honors College students with grants, awards, internships, and research opportunities.

### RESPONSIBILITIES

- Coordinates all aspects of recruiting, mentoring, and assisting Auburn University students with applications for nationally competitive scholarships and awards such as Fulbright, Rhodes, Goldwater, Truman, Marshall, and National Science Foundation Graduate Research Fellowships, among others.
- Coordinates all aspects of recruiting, mentoring, and assisting Auburn University Honors College students with scholarships, grants, awards, internships, and research opportunities, including, but not limited to, nationally competitive scholarships and awards.
- Plans and executes special engagements and events designed to recruit students for nationally competitive scholarships and awards and/or recruit Honors College students for scholarships, awards, internships, and research opportunities. Serves as primary point of contact for events.
- Plans, develops, and coordinates specific student development programs to build a pipeline of applicants for nationally competitive scholarships and awards beginning in students' freshman year.
- Collaborates with campus partners such as Deans, department heads, faculty, advisors, in an effort to identify candidates for nationally competitive awards and to recruit current students to the Honors College.
- Coordinates participation of administration, faculty, staff, and alumni in events relating to scholarships, awards, research, and internship opportunities.
- Coordinates unit-level scholarship, grants, and research funding committees.
- Maintains a detailed calendar of all deadlines for scholarship, grant, award, research, and internship applications, as well as files, databases, and electronic records of materials.
- Teaches relevant Honors College participation courses.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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### 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 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	
Master'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, student development strategies, public relations, management of records, scheduling, and common computer applications/software such as Microsoft, Excel, PowerPoint, and Access.

### MINIMUM LICENSES & CERTIFICATIONS

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

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

### 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.