

## Position Description

### **Job Definition**

Title: Scholarship Coordinator  
Department: Scholarships  
Reports To: Scholarship Grant Administrator  
FLSA Status: Non Exempt  
Date Modified: April 1, 2010

### **Job Purpose**

Coordinates the General Scholarship Program, serving as a liaison for the 33 Tribal Colleges that we serve and providing administrative support to the Scholarship Grant Administrator.

### **Job Context**

The Scholarship Coordinator will manage and administer general scholarships to over thirty tribal colleges and universities in order to fulfill a core mission of the American Indian College Fund – offering students access to knowledge, skills, and cultural values which enhance their communities and the country as a whole.

The scholarship coordinator must foster the values of the organization, since the position serves as a point of contact for scholarship recipients and TCUs.

### **Job Responsibilities**

1. Disburses all general scholarship support to the tribal colleges.
  - a. Creates and manages timeline for general scholarship disbursement process.
  - b. Creates and distributes the General Scholarship disbursement chart and disbursement packets to ensure accurate and timely communication to TCU's for general scholarship disbursement.
  - c. Provides any support that may be needed to ensure general scholarships are completely and accurately disbursed based on donor requirements.
  
2. Manages scholarship data reporting.
  - a. Develops relationships with financial aid representatives at TCUs.
  - b. Collects timely and accurate general scholarship data from TCUs.
  - c. Provides timely and accurate reporting of general scholarships to resource development teams.

- d. Provides requested scholarship applicant demographic information to appropriate Fund employees (i.e. information used to develop resource development cases for support and collateral materials).
  - e. Provides requested scholarship awardee information to appropriate Fund employees (i.e. information for board books, annual reports, direct mail, combined federated campaign applications).
  - f. Ensures that all general disbursements are in scholarship database.
  - g. Ensures that scholarship database is being effectively and efficiently utilized for reporting purposes.
3. Provides training and support related to the scholarship database.
- a. Provides written procedures to the organization and ensures accessibility of those procedures.
  - b. Provides technical support for students, Tribal College Staff, and Fund staff on the scholarship database.
  - c. Resolves technical issues with the scholarship database vendor.
4. Supports obtaining an adequate pool of American Indian students to disburse all available scholarship funds timely.
- a. Ensures that on-line application process is working appropriately.
  - b. Recruits for scholarships via conferences and TCU visits.
5. Supports program components of special scholarships as requested.
- a. Books travel for students related to career days and events.
  - b. Manages expense budget for special scholarships.

### **Job Requirements**

#### **Competencies**

- Knowledgeable about computer systems and software, particularly Microsoft Office products and scholarship database systems.
- Excellent organizational skills.
- Excellent written and verbal communication skills
- Excellent customer service skills
- Ability to meet deadlines for a wide variety of job assignments
- Ability to manage numerous tasks and/or projects at one time
- Attention to and tolerance for detail
- Experience in working with diverse cultures.
- Ability to work independently with minimal direction.
- Proven ability to accomplish defined goals and objectives.

#### Education / Experience / Certification Requirements

Bachelor Degree.  
1 year office experience

Preferred Qualifications: Business degree. Experience working in Student Financial Aid. Experience in working with tribal colleges and/or American Indian students.

#### Problem Solving

Independently solves standard problems; receives guidance on complex problems

#### Interpersonal Contacts

The scholarship coordinator has daily contact with Tribal College Staff to provide support and information on the general scholarship program. Works closely with the Resource Development Teams and Public Education a variety of requests for information. Fields general scholarship calls from students. The scholarship coordinator provides information to the public in person, over the phone, via email or U.S. Mail on a daily basis. Provides technical support to tribal college students and staff for the new scholarship database. Addresses general scholarship questions from the public via telephone or email.

#### Consequences of Error

Rework and External Reputation. Errors are typically not caught internally but could be detected by external constituents. The employee is responsible for dealing with the fallout and mitigating any problems caused by his/her errors. This does not typically have a monetary impact in terms of lost revenue; however there is a cost associated with fixing the problem.

#### Responsibility for Work of Others

The scholarship coordinator must work closely with the Tribal College Staff to ensure their reports are completed on time in an effort to submit scholarship reports to donors in a timely manner. Reviews scholarship reports submitted by Tribal Colleges for accuracy and works with them to resolve any discrepancies.

#### Direction Received

General supervision. Work is reviewed. Independently performs assignments. Consults supervisor concerning unusual problems and developments.

### Essential Physical Requirements

Describe the physical requirements that this position must be able to do. This can include anything from lifting, ambulating, dexterity, visual acuity, etc. The essential physical requirements must relate directly to the job responsibilities.

Must be able to lift 50 pounds (Recruitment Materials, Banners and Archiving scholarship files upstairs).  
Must be able to travel to rural areas alone where there may be no cell service. Must be willing to use public transportation or walk to travel destination from the airport while transporting luggage and recruitment materials.

Note: This description is intended to capture the uniqueness of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differ from the responsibilities listed here.