

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: June 19, 2013

Deadline Date: Position is open until filled

Position: Scholarship Coordinator

Salary Grade: 11 - \$12.31/hr.

Department: Financial Aid & Scholarships

Job Type: Regular Full-Time:

Report To: Director of Financial Aid & Scholarship

FLSA: Non-Exempt

SUMMARY: Under general supervision, within a centralized financial aid and scholarship services environment, evaluates, approves, and awards scholarships to student in accordance with state and university regulations, policies and operation guidelines.

DUTIES & RESPONSIBILITIES:

- Assess eligibility criteria of applicants and advise students and parents regarding scholarship searches, processes, and requirements;
- Evaluate HS transcripts for eligibility for all scholarships (state, institutional, foundation and external); awarding and monitoring;
- Evaluate student academic progress and serves as chairperson for scholarship committees for scholarship appeals;
- Participate as appropriate in systems/procedures planning and management;
- Implement and coordinates specific individual programs and/or assignments, in accordance with the overall objectives of the department and university;
- Coordinate and provide administrative support to the scholarship program;
- Coordinate scholarship program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives;
- Participate in planning and developing methods for program implementation and administration;
- Coordinate program activities;
- Review, record and report activities to ensure progress is being accomplished toward specific program objectives;
- Recommend modifications to methods or procedures as required to redirect activities and ensure that objective is attained;
- Prepare recurring program reports for management use;
- Prepare all scholarship publication materials (applications and brochures);
- Maintain all scholarship records;
- Maintain database (access and Banner);
- Prepare all award correspondence (award letters and certificates) and present certificates at high schools award ceremonies as appropriate;
- Work closely with the Office of Admissions, Recruitment, University Foundation Office, high school counselors, faculty, staff, students and parents to promote the goals and objectives of the program;
- Conduct on and off site financial aid and scholarship workshops;
- Cross-train in all financial aid functions;
- Maintain regular attendance;
- Perform other duties as assigned.

Minimum Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Two (2) years dealing with customer service.
 - Preference:
 - Bachelor's Degree in any field
 - Knowledge and experience working with SCT Banner
 - Financial aid experience

SPECIAL REQUIREMENTS:

- Must be willing to work evening, weekends, holidays and odd hours.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of financial aid policies, procedures and eligibility requirements;
- Knowledge and experience working with scholarship programs;
- Ability to provide excellent customer service;
- Ability to maintain organizational and office management skills (including budget management) required; Ability to communicate effectively, both verbally and in writing;
- Ability to work in a high performing environment required ;
- Ability to communicate effectively, both verbally and in writing;
- Strong interpersonal and communication skills;
- Ability to work effectively and relate with sensitivity to a diverse population;
- Ability to work in a high performing environment;
- Ability to make evaluative judgments;
- Ability to analyze and solve problems;
- Knowledge of customer service standards and procedures;
- Knowledge of federal and state laws, regulations and policies concerning the provisions of financial aid to students;
- Knowledge of data management systems and processes;
- Skill in the use of personal computers and related software applications;
- Ability to organize and coordinate various tasks;
- Knowledge of Direct and FFELP Loan Programs, as wells as Alternative Loans and miscellaneous loan programs.

PHYSICAL DEMANDS:

- Sitting.....Frequently
- Standing.....Occasionally
- Walking.....Occasionally
- Bending.....Occasionally
- Squatting.....Occasionally
- ClimbingOccasionally
- KneelingOccasionally
- Lifting/Carrying up to twenty (20) pounds..... Occasionally

WORK ENVIRONMENT:

- Work is performed mostly in an office setting.

APPLICATION PROCEDURE: Candidates must submit a University employment application.

References will be contacted in conjunction with on campus interviews.

Submit materials to:

New Mexico Highlands University
Human Resources
Scholarship Coordinator Search
Box 9000
Las Vegas, NM 87701

Email applications will be accepted: jobs@nmhu.edu

**For disable access or services, can (505) 454-3242 or TDD# (505) 454-3003.
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