General Description
Advises students in the Honors College, and assists with overseeing and developing special programs and academic courses sponsored by the College.

Examples of Duties
- Supervises scholarships valued at approximately $650,000 per year.
- Manages $1.2 million in recruitment scholarships for over 800 students.
- Maintains records and coordinates with Financial Aid to post the awards.
- Works with Account Receivables and the Foundation to reconcile the accounts.
- Works with campus departments to develop automated processes to improve customer service and efficiency.
- Prepares annual major donor reports.
- Manages the application, placement, budget and renewal of approximately 320 University assistantships in over 40 departments and offices across the campus.
- Manages the assignments of Honors students.
- Works with Admissions to plan and conduct the annual Honors College recruitment events.
- Oversees the applications and awards of new merit based tuition waivers.
- Advises and monitors the academic process of nearly 900 scholarships, 160 Honors tuition waivers and 300 assistantship students.
- Resolves financial issues and monitors the student grades.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of higher education policies and procedures.
- Knowledge of budget processes.
- Excellent interpersonal/human relations skills.
- Strong verbal and written communication skills.
- Ability to operate personal computer and various software programs.
- Ability to organize time, projects, and details.
- Ability to manage multiple tasks simultaneously.
- Ability to maintain confidentiality.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.