Georgia State University

Job Specification

Job Title: Coordinator, Scholarship Resource Center

BCAT Code: 09IX36 Effective Date: July 1, 2012
Pay Grade: G15 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Manages and further develops the Center, its staff, programs and workshops.

Examples of Duties
- Develops a Center that enables students to identify scholarships for which they are eligible.
- Develops a scholarship bulletin board that posts daily available scholarships and application deadlines.
- Collects and evaluates data on the effectiveness of the scholarship outreach.
- Assists in the strategic planning and assessment of programs and initiatives.
- Writes comprehensive reports and compiles statistical information on scholarship applications and rewards.
- Advises students visiting the Center, and offers regularly recurring workshops on related scholarship topics.
- Works with the Honors Program to identify students who are eligible for large research scholarships.
- Lobbies the academic departments for their participation in the new online system.
- Assists the University Foundation in the creation of policies for the online scholarship process.
- Maintains and develops a system to communicate the availability of external scholarships for students.
- Administers and develops the University scholarship website.
- Plans and assists in staffing Admissions off-campus events.
- Works with the Office of Financial Aid to develop Helping Outstanding Pupils Educationally (HOPE) Scholarship information sessions.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of scholarships and financial aid procedures.
- Ability to develop and maintain professional working relationships.
- Ability to communicate effectively verbally and in writing.
- Ability to work with diverse populations.
- Proficiency in word, spreadsheets and database programs.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or high school diploma or GED and six years of related experience; or a combination of training 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.