Coordinator Senior, Scholarship
(Job Number: 56040BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>October 21, 2019</td>
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<tr>
<td>Job Description</td>
<td>Under general supervision, coordinates activities and functions of the Mary Lou Fulton Teachers College scholarship and student award programs. This includes overseeing the management of the Blackbaud Awards Management System and maintaining accurate scholarship profiles in the system. In addition to overseeing the college scholarship awards, this position will oversee Arizona Teacher Academy awarding and federal stipend programs. This position will maintain accurate accounting of funds available and control budgets to ensure that program goals and objectives are accomplished in accordance with priorities, time limitations, funding limitations or other specifications. This position reports to the Director of Fiscal &amp; Business Operations, or his designee.</td>
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**Essential Duties**

- Manages and coordinates scholarship award management system. This includes creating scholarship applications, coordinating selection process, and awarding scholarships in college system and university system. This position also assists with managing user access to system.
- Creates and updates scholarship item types for college donor scholarships and grant awards.
- Provides training to students, staff and faculty on the Blackbaud Awards Management System.
- Distributes scholarship opportunities to students, faculty and staff.
- Distributes award notices and tracks acceptance of awards.
- Monitors and tracks award payouts and ensures funds are balanced.
- Tracks enrollment of scholarship students to confirm eligibility requirements are continually met.
- Maintains records, database, pulls data and reports as necessary.
- Coordinates thank you letters for donors to be completed by awarded students.
- Works collaboratively and collegially with other academic areas and departments throughout the university.
- Manages college and university compliance with federal and state stipends provided to students that have a work requirement to be completed upon graduation. This includes employment verification and coordination of repayment requirements. Presently, the college is managing Noyce, SEED, NEXT federal stipends and Arizona Teacher Academy awards.
- Develops work plans in accordance with established unit and program objectives and funding limitations.

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Any equivalent combination of education.
and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Working Environment

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

### Desired Qualifications

- Demonstrated knowledge of principles, practices and procedures pertaining to scholarship programs and awarding.
- Demonstrated knowledge of higher education eligibility practices and principles, including academic requirements and admission policies.
- Experience with higher education student information systems.
- Experience in performing, organizing, and prioritizing work activities.
- Experience in establishing and maintaining effective working relationships.
- Experience using scholarship award management systems.
- Demonstrated knowledge of basic accounting principles.

### Department Statement

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and communities.

### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.
ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated.  

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.  

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.  

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.  

Only electronic applications are accepted for this position. |

| Instructions for ASU Online Employment Applications | Go to the ASU Human Resources site: https://cfo.asu.edu/hr-applicant and scroll down to apply for an ASU job.  

For staff positions, click on External Staff or Internal Staff (for existing ASU employees) – if External, you must create an ASU account or enter existing account information.  

From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on SEARCH to locate positions of interest.  

OR click on Advanced Search, to customize your search by campus, title keywords, etc.  

From the Search Results page, scroll to positions of interest and click on the Job Title above Requisition ID 56040BR to apply for this position.  

From the Job Details page, review the posted job description and click the Apply to job button to begin the online application process.  

Then, answer the questions to complete the ASU Kenexa online employment application (Note - you will be asked to submit your cover letter, resume and three personal references as part of the application process). |