# Scholarship Coordinator, Senior

*(Job Number: 76430BR)*

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<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>
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<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>Salary</td>
<td>$43,100 - $53,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>March 8, 2022</td>
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## Job Description

Under general supervision, this position coordinates activities and functions in the Office of Scholarship Services in the Mary Lou Fulton Teachers College. This office oversees all scholarship and student award programs, and the Arizona Teachers Academy program at ASU. This position assists with the management of the Blackbaud Awards Management System and maintaining accurate scholarship profiles in the system. In addition to assisting with the college scholarship awards, this position will assist with Arizona Teachers Academy awarding at Arizona State University. This will include providing customer service to student application questions. This position will assist in maintaining accurate accounting of funds available 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 Scholarship Service Manager.

## Essential Duties

- Assists with managing and coordinating scholarship award management system. This includes assisting with coordinating the selection process and awarding scholarships in college system and university system. This position also assists with managing user access to systems.
- Assists with creating and updating scholarship item types for college donor scholarships and grant awards.
- Assists with providing training to students, staff and faculty on the Blackbaud Awards Management System.
- Distributes information on scholarship opportunities to students, faculty and staff.
- Oversees incoming communication about the Arizona Teacher Academy award and responds to student inquiries.
- Tracks enrollment of scholarship students to confirm eligibility requirements are continually met.
- Maintains records, database, pulls data and reports as necessary.
- Works collaboratively and collegially with other academic areas and departments throughout the university.
- 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.
Desired Qualifications
• Demonstrated knowledge of principles, practices and procedures pertaining to financial aid, 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 and/or financial aid management systems.
• Demonstrated knowledge of basic accounting principles.

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.

ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.

Flexible work options
• Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.
• Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.

Department Statement
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. 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 capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.

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.

COVID-19 Vaccination Requirements: Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage.

ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco.

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.

Notice of Availability of the ASU Annual Security and Fire Safety Report
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.

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<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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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>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 #76430BR</td>
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