

Wright State University
CLASSIFIED JOB SPECIFICATION
Scholarship/Grant Coordinator

I. JOB INFORMATION

Job Title: Scholarship/Grant Coordinator (CS 05)

Job Class: 61117 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction administers and coordinates loans, grants and scholarships. Provides students and parents with information on financial aid polices and procedures.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Compiles reports, consults and advises students and donors regarding awards, composes letters and memos, processes loans and scholarships.
- Provides information regarding polices and procedures and interprets program regulations.
- Administers grant programs and awards. Monitors and completes grant payment rosters and tracks non-resident students. Prepares and sends notifications, processes pre-payments, budget increases and Short-Term Loan requests.
- Provides assistance and technical advice regarding policies and procedures on financial aid. Interprets program regulations, policies and procedures.
- Revises budgets, updates changes to enrollment status, processes employment authorization packets and prepares exit interviews.
- Provides and updates information on federal regulations and university policies.
- Monitors accounts, ensures continued eligibility and inputs data into system.
- Oversees correspondence and sends follow-up letters for additional information.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experienc Excellent verbal/communication skills. Budget management experience. Ability to calculate whole numbers, decimals, fractions and percentages. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

61100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.