



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 04/14
FLSA: EXEMPT
PTO: VCS

JOB DESCRIPTION

TITLE

Manager of Scholarships

JOB SUMMARY

Performs management and supervision responsibilities in assisting in leading the awarding process for university scholarships. Performs highly responsible work coordinating and supervising the online scholarship application and awarding system and scholarship-related communication to students. Responsibilities include assisting in budget management for the scholarships programs, tracking scholarship acceptances, scholarship counseling, tracking scholarship conversion rates by various programs and scholarship reporting and compliance. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures..

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for Enrollment Services

Supervises: No supervisory responsibilities, may supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Manages the electronic scholarship application, processing, and award system.
- Supports and monitors all scholarship accounts in the electronic award system.
- Assists with the management of scholarship accounts.
- Assists with the preparation of budgets for scholarship requests.
- Manages and supports internal communications with departments and units involved with the scholarship process.
- Manages the process of external communication with students receiving scholarship awards.
- Provides support for Student Life Division activities, e.g. orientation programs, as needed.
- Collaborates with the Financial Aid Office to ensure awards are posted in a timely

fashion.

- Provides support for the undergraduate and graduate scholarship committees as well as departmental scholarship committees.
- Serves as the main point of contact for academic departments on set up, use and required training on the scholarship system.
- Assists as a “support champion” for the utilization of scholarships, including ensuring that awards are made using a strategic awarding philosophy.
- Helps evaluate the technical needs and enhancements used in scholarship administration and recommends improvements and modifications when appropriate.
- Manages compliance standards, including compliance with donor requirements, and timelines for scholarship reports for institutional purposes.
- Develops and interprets policy and procedure for scholarship budget-related functions.
- Completes scholarship surveys and reports as needed.
- Oversees the security and confidentiality of records, data, equipment, materials, and facilities related to scholarships.
- Maintains a variety of complex and/or confidential scholarship records.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor’s degree preferred.

EXPERIENCE

Minimum of five years of administrative experience. Knowledge of online scholarship systems preferred. Experience in a higher education setting strongly preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of modern business practices.
- Working knowledge of online scholarship systems and experience is preferred.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Proven ability at tracking data closely and preservation of data for comparative analysis
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Manager, Scholarships
Date Issued: 04/14
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Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.