WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

August 11, 2015

POSITION: ASSISTANT DIRECTOR OF SCHOLARSHIPS (OFFICE OF FINANCIAL AID)
(Class Code AD82|Financial Aid Coordinator)

BAND: Band 05|Level 04

STARTING SALARY: $35,779 minimum per year; qualifications and funding will determine actual

VACANCY: # 201611

Minimum Training and Experience:
A master’s degree required. A master’s degree from a regionally accredited institution and at least 3-5 years of experience in administration of federal student aid programs highly desired. Experience in making scholarship decisions and awarding in accordance with federal, state and institutional regulations preferred. Proficiency in MS Word, Excel and PowerPoint required. Prior experience with Banner and South Carolina scholarships highly desired.

Knowledge, Skills and Abilities:
A highly motivated individual with a thorough knowledge of the policies, practices and guidelines for federal, state, and institutional student aid programs. Ability to analyze complex numerical data and produce various reports. Must possess excellent organizational and communication skills. Ability to develop procedures and award scholarships while adhering to federal, state, and institutional guidelines. Ability to work under pressure and deadlines. Ability to establish and maintain effective working relationships with faculty, staff, students/parents and the general public.

Major Duties:
Reporting to the Director of Financial Aid, the Assistant Director of Scholarships assumes responsibility and ensures compliance for scholarship and data processes within the Office of Financial Aid, participates in the development and implementation of policies and procedures, participates in the management of the Office of Financial Aid staff and performs other related duties as required. Manages institutional scholarship funds in keeping with scholarship guidelines, donor wishes and university goals. Serves as liaison with the Winthrop Foundation and other university offices/departments who provide scholarship funds to students. Coordinates institutional scholarship awards with federal, state, and external aid programs to ensure compliance. Adjusts financial aid awards as required to eliminate potential over awards. Responsible for coordinating the timely, accurate import and export of electronic data (e.g. ISIRs, entrance counseling) between Banner Financial Aid and sources outside the University (e.g. EdConnect, COD system). Troubleshoot file rejects and discrepancies to ensure data integrity and timely application processing and reporting. Administers SC State Scholarship programs (e.g. Palmetto Fellows, LIFE & HOPE Scholarships, Teaching Fellows, Public Service). Understands and interprets regulations and legislation pertaining to these programs and disseminates information to students and staff. Determines eligibility of continuing students for state scholarship programs. Provides counseling and advice to students and parents regarding financial aid programs. Represents financial aid office as needed at campus events. Serves on college committees as assigned. Works with Director to develop, implement, and maintain internal controls and procedures to minimize risk exposure. Provides daily supervision, guidance, training and back-up for Administrative Assistant (front desk) and part-time staff. Collaborates with Assistant Director on customer service operations. Performs other job-related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than September 08, 2015

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.