Nashville State Community College

Position Description

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| Position Title | Scholarship Coordinator |
| PositionNumber | 700112 & 055003 |
| JobGrade | 104 |
| Department | Financial Aid |
| Division |  Student Affairs |
| ReportingRelationship | Director of Financial Aid |
| Origination Date | 9/25/2020 |
| Revision Date |  |

**POSITION SUMMARY**

Administers the internal and external scholarship programs at Nashville State Community College.

**ESSENTIAL JOB FUNCTIONS/TYPICAL JOB DUTIES AND RESPONSIBILITIES**

Maintains a thorough understanding of the guidelines applicable to all institutional and State scholarship programs. Awards scholarships utilizing a methodology consistent with the NASFAA code of conduct

Establishes accounts for third-party scholarships in conjunction with the Business Office. Works with the sponsors of third-party scholarships to insure funds are being disbursed in accordance with the parameters established by the sponsor.

Responsible for the administration and record control of Tennessee Scholarship programs at NSCC, including maintaining adequate record control for audit purposes

Reconciles all internal and external scholarship accounts.

Serves as primary liaison for internal/external groups involved with existing and new scholarships.

Maintains a current working knowledge of federal Title IV, state, and institutional policies associated with scholarships and their relationship to other federal/state funds.

Supervises Federal Work-Study students when utilized to assist with scholarships.

May be required to work additional hours as necessary during extended registration periods, including but not limited to working a 9:00am – 5:30PM shift once a week

Assists other office personnel as needed.

Other duties as assigned.

**REQUIRED QUALIFICATIONS**

Bachelor’s degree

2 years of related experience

Intermediate computer skills

**PREFERRED QUALIFICATIONS**

2 year of Financial Aid Experience

Experience administering TN Reconnect and/or TN Promise scholarship programs

Prior experience using BANNER or other Ellucian software

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to interpret and apply scholarship guidelines

Ability to analyze data and other relevant information

Ability to compile statistical reports and determine trends

Effective oral and written communication skills

Excellent customer service skills

Ability to work independently with minimal supervision

**WORK HOURS**

37.5 hours per week