



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Financial Aid Scholarship Coordinator
PERSONNEL STATUS: PIN/Exempt
DEPARTMENT: Financial Aid
OPEN DATE: March 30, 2015
CLOSING DATE: Open Until Filled

Responsibilities: Coordinates the application and selection process for institutional scholarships, reconciles year end expenditures for all scholarship programs; reconciles monthly scholarship programs; completes all program certification reports for student funding requests; reviews submitted scholarship applications for compliance and consistency; reviews the academic status of each applicant relative to his/her eligibility for assistance under the state and institutional scholarship programs; keeps abreast of current federal and state regulations and guidelines pertaining to financial aid and scholarships; meets scholarship donors for institutional scholarship programs; serves as the chair of the BSU Institutional Scholarship Committee; assesses student financial needs and ascertains the eligibility to participate in federal, state, and/or institutional aid programs including eligibility to receive scholarships to ensure federal regulations are met; provides counseling to students regarding financial concerns relative to personal and/or academic problems; provides internal and external presentations to provide information on financial aid procedures and institutional scholarship programs, maintains all scholarship documentation; other duties as assigned.

Qualifications: Bachelor's degree required. Minimum two (2) years of experience in financial aid operations required. One year of specialized experience in scholarship coordination preferred. Must possess a working knowledge of Federal/State Financial Aid Programs; strong oral and written skills are essential.

SALARY: \$40,000 - \$48,000

Range: I

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity/Affirmative Action Employer
Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.