



**University of Houston-Downtown
Job Description**

Job Title: Assistant Director, Scholarships
FLSA Category: Exempt
Grade: 26
Job Code: 2250

DUTIES

Job Summary: Administers the daily operations of scholarship management and oversees customer service functions in the office of scholarships and financial aid

- Duties and Responsibilities:
- o Collaborates with scholarship committees, departments, and outside organizations to award scholarships
 - o Communicates with students, parents, organizations and departments to resolve scholarship award concerns and questions
 - o Manages overall administration of scholarships and customer service representatives
 - o Supervises work study and State Grant Coordinator.
 - o Maintains database for all scholarship awards
 - o Oversees the development of processes and systems to assure the effective and efficient administration of scholarships
 - o Maintains scholarship webpage with new scholarship opportunities
 - o Assists in the implementation of new institutional scholarships

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of 3 years

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions

Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk

Work environment involves minimal exposure to physical risks.