Definition of Class
This is a professional position in which the incumbent develops, coordinates, and promotes the University’s participation in national scholarship programs. The incumbent serves as the institutional representative for national scholarship programs, determines student competitiveness and implements effective application strategies. Incumbent exercises discretion and independent judgment. This position reports to the Associate Dean, Sally McDonnell Barksdale Honors College.

Examples of Work Performed
- Creates and coordinates procedures for University nominations and submission of applications to national scholarship programs.
- Identifies and determines national scholarship opportunities for enhanced University participation.
- Investigates and keeps the University community abreast of the requirements of national and scholarship programs.
- Designs and presents appropriate workshops and information sessions to student and faculty groups.
- Develops promotional materials regarding national scholarship opportunities for dissemination.
- Handles queries about national scholarship programs from interested students.
- Builds and maintains relationships with high-performing students to aid in the recruitment of eligible students for scholarship application.
- Develops screening strategies and determines selection criteria for student competitiveness for particular national scholarships.
- Assists students in compiling competitive applications for assigned national scholarship programs.
- Surveys and selects faculty for interest in serving on various scholarship committees.
- Assists Associate Dean in organizing scholarship committee meetings and submission of applications.
- Maintains a database of ONSA activities, scholarships applicants and results of applications.
- Compiles scholarship results for annual reports and queries from Provost, Chancellor, etc.
- Plans and coordinates special events and activities to promote and recognize University participation in national scholarships.
- Works in conjunction with information technology personnel to maintain and enhance ONSA’s Web presence and use.
- Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Creates and coordinates procedures for University nomination and submission of applications to assigned national scholarship programs.
2. Identifies, develops, and publicizes national scholarship opportunities and University timelines for assigned scholarship programs.
3. Determines student competitiveness for particular scholarships and assists students in compiling competitive applications for assigned national scholarship programs.
4. Develops and maintains databases on ONSA activities and scholarship applications and results of applications.
5. Works in conjunction with information technology personnel to maintain and enhance ONSA’s Web presence and use.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Licensure:
Incumbent must have a valid driver’s license. (Requirement for Academic Support Center and Graduate School)

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/13/2015

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment