Definition of Class
This is a non-supervisory position in which the incumbent assists the scholarship team in the coordination of all scholarship and grant programs including application, notification, verification, disbursement, and problem solving.

Examples of Work Performed
Loads scholarship application documents into the system.

Applies scholarships on to individual student packages.

Reviews scholarship awarding errors and resolves problems.

Seeks, if necessary, further scholarship documentation or details from third party donors.

Invoices Scholarships to third parties for billing purposes.

Maintains accurate records of all invoices, documentation for outside monies, and returned funds for any reason.

Enters timely and correct memoranda into the student account.

Resolves student problems in person and via the phone or email.

Makes return phone calls to students who have inquired about scholarships.

Assists with larger projects such as scholarship mailings and payroll for work-study students.

Works assigned reports as instructed by the scholarship, accounting, or operations teams.

Assists with summer awarding.

Assists with filing of scholarship documents; imaging of documents.

Monitors email accounts for incoming messages and prepares appropriate responses.

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. Keeps timely and accurate records.

2. Assists in accurate posting of scholarships to the system as well as accurate memos for the student account.
3. Coordinates the contact with all third-party donors.

4. Performs routine clerical tasks, such as scheduling and data entry.

5. Works with proficiency and accuracy in multiple computer applications.

**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 10 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 periodically required to use hands to finger, handle, or feel. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

- **Experience:** Six (6) months of experience related to the above described duties.

**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.

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