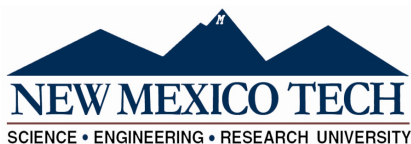


**Posted:** December 10, 2024



## POSITION ANNOUNCEMENT

**TITLE:** SCHOLARSHIP MANAGER

**DEPT:** FINANCIAL AID

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$ 58,000 - \$62,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent**

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Reporting to the Director of Financial Aid, the Scholarship Manager is responsible for managing all scholarship processes for the Financial Aid Office. The position oversees all institutional, state, and private scholarships; including the awarding of endowed scholarships. Providing exceptional customer service, this position visits with students and parents and other partners, and provides comprehensive scholarship advising services. This position further supports recruitment, retention, and student success efforts by participating in numerous outreach opportunities.

The Scholarship Manager awards scholarships according to agreements and donor wishes, notifies students of scholarship awards, reconciles all scholarship accounts, and prepares reports for awards processed by the Financial Aid Office. Additional duties include processing external scholarship awards, posting of departmental Domestic Education Assistance Funds (DEAF) forms, and provides assistance with federal, state, and internal auditors. At the discretion of the Director of Financial Aid, this position oversees the Financial Aid Office staff and serves on committees as requested.

### JOB FUNCTIONS:

#### Administration, Planning and Operations

**50%**

- Oversee and optimize scholarship opportunities by processing and awarding of all institutional, state, and endowment scholarships.
- Provide comprehensive scholarship advising services to students, parents, and other partners.
- Responds to current and perspective student and family inquiries regarding financial aid and scholarship information.
- Award scholarships utilizing the *Scholarship Manager System*. Ensure satisfactory progress to ensure compliance with scholarship donor intent.
- Manage the Scholarship Manager Software System in the awarding of Endowed Scholarships. Build student profiles through smart applications and school information systems data integration, through online review and awarding. Provide recommendations in further automating, simplifying, and transforming the scholarship process.
- Manage all New Mexico Higher Education Department (NMHED) scholarship funds, such as NM Legislative Lottery Scholarship, NM Opportunity Scholarship, and NM Teacher Prep, etc.
- Collaborate with the university's Advancement Office in the review of donor agreements and awarding criteria.
- Analyze and evaluate the effectiveness of university scholarship programs and make

recommendations for continuous improvement and policy enhancement in collaboration with campus partners.

- Involvement in institutional scholarship awarding and leveraging strategies (including fund utilization, understanding discount rates, etc.).
- Provide statistical reports and analysis regarding scholarship recipients and individual scholarship programs to support ongoing strategic planning, re-engineering, and program management.
- Collaborate with the Director of Financial Aid to contribute to strategic planning initiatives and enrollment strategies.
- Maintain fiscal responsibility by managing scholarships and endowment accounts housed at the Financial Aid Office. Reconcile accounts as required.
- Participate in the development, analyzing, and evaluating of scholarship data to identify opportunities for new initiatives and to strategically leverage technology to serve students and families.
- Involvement in institutional scholarship awarding and leveraging strategies (including fund utilization, understanding discount rates, etc.).
- Coordinate with campus and community partners to organize, attend and present at recruitment outreach event, FAFSA workshops, new student orientations, etc.
- Assist with the implementation of University-wide retention strategies.
- Work collaboratively with the Director of Financial Aid to ensure quality of awarding and reporting processes is accurate. Ensure student scholarship awards meet packaging approvals.
- Keep abreast of all federal mandates, regulations, and updates related to the particular functions of this position and participates in online training opportunities, webinars, conferences, and other activities designed to provide continuing education in financial aid administration.
- Develops and maintains courteous and effective working relationships with clients, students, parents and/or other representatives of external organizations.
- Work independently and efficiently with a minimum amount of direct supervision.
- Provides supervision to Financial Aid Office Staff in absence of Financial Aid Director.

### **Financial Aid Compliance and Information Dissemination**

**35%**

- Identify any detected over-awards of state, federal, or scholarship funds and advise Financial Aid Counselor accordingly for adjustment of financial aid awards.
- Promote scholarship opportunities for incoming and continuing students by developing appropriate marketing material.
- Develop and maintain Scholarship Policies and Procedures Manual.
- Submit WICHE Report to provide WUE/WRGP enrollment information numbers.
- Submit NMHED Drawdown requests for NM State Programs (NM Legislative Lottery, NM Opportunity, NM Teacher Prep, etc.).
- Collaborates with Director of Financial Aid in providing assistance with federal, state, and internal auditors.
- Cross-train and provide assistance as needed in other area.

### **Leadership and Collaboration**

**10%**

- Represent the institution and serves on committees specific to scholarship administration as assigned by the Financial Aid Director.
- Lead and inspire staff and student employees to provide exceptional customer service to students, parents, and other constituents.
- Assist with night, weekend, and after hours as required to meet work duties and special project needs.

### **Other duties as assigned**

**5%**

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree required in related field. Minimum of 3-5 years relevant professional experience. Proficient with the use of personal computer and Microsoft Office applications (PowerPoint, Excel, Word, etc.). Must be able to communicate effectively with students, parent, colleagues, administrators, etc. Must be able to learn general information about federal, state, and scholarships aid. Ability to accurately perform basic mathematic computations and apply general accounting principles. The Family Educational Rights and Privacy Act (FERPA) protect all financial aid data related to disbursement of aid.

**DESIRED QUALIFICATIONS:**

Master's Degree. Experience in Higher Education, specific to Financial Aid or Student Affairs. Experience with federal and state financial aid compliance audits, budget management, and financial aid reporting. Experience with Ellucian Banner Software and U.S. Department of Education - Financial Aid Systems (COD, CPS/FPS, NSLDS, SAIG Enrollment, ED Connect, etc.). Bilingual: Spanish.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 5%	Sitting 80%	Walking 10%	Pulling 1%
Pushing	Lifting 2%	Stooping 1%	Kneeling
Crawling	Climbing	Reaching 1%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)