Coordinator of Student Scholarships and Awards (full-time, 35 hours/week)
Office of the Provost
Position 101786

Position Summary: To post scholarships, stipends, and awards for graduate students, and to coordinate other aspects of graduate student support.

Essential Responsibilities Include: Posts roughly $13.5 million in graduate scholarships by working with individuals from the Office of the Provost, the various university schools and departments, the Budget office, and the Office of the Student Financial Assistance. Processes roughly $6 million in student contracts, stipends, and awards, working with individuals from the Office of the Provost, the various university schools and departments, the Human Resources office, and the Payroll Office. Serve as a liaison between the VPDGS, the deans of the various schools, and the Office of Student Financial Assistance. Inform school deans about scholarship allocations, including criteria for recipients, determining certain disbursement amounts from established accounts, and disbursement schedules. At the direction of the VPDGS, coordinates endowed scholarship funds and prepares scholarship and award financial support packages, and is responsible for correspondence to students. At the direction of the VPDGS, coordinates contracts for graduate assistantships and teaching fellowships. Process and verify tuition discounts through Cardinal Station. Update and keep current student scholarship information in Cardinal Station. In conjunction with the Office of the Provost, generate periodic reports on scholarship awards for the VPDGS and others as directed. In conjunction with the Office of the Provost, analyze graduate support information and prepare analytical reports reflecting the support funding trends. Process annual renewal forms for students continuing on scholarships. At the direction of the VPDGS and the Office of Institutional Advancement, coordinates diocesan burses. Assist students in solving billing problems related to scholarship awards. Process new and renewed scholarships using Microsoft Excel and Microsoft Access. Assists as a member of the Graduate Admission “storefront” in Graduate Studies, including working with graduate applicants, admitted students, department chairs, school deans, and the Office of Admissions.

Minimum Qualifications: Bachelor’s Degree with at least two (2) years of administrative experience including finance/scholarship knowledge.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUAREcruitment@cua.edu. Reference position 101786 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission. Applications close on 3/1/2017.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050