

TEXAS TECH UNIVERSITY
Director of Scholarships
Office of Student Financial Aid and
Scholarships

POSITION SUMMARY:

Directs, plans, coordinates and supervises the operation and activities of a specialized unit or small department; develops and implements policies and procedures, administers the budget, organizes tasks and sets priorities. Serves as liaison with university personnel and community at large. Works under general supervision with broad latitude for initiative and independent judgement.

PRIMARY DUTIES/ESSENTIAL FUNCTIONS:

- Participate as an integral member of the Enrollment Management team to accurately report and project scholarship expenditures and needs while coordinating with Office of Advancement to ensure consistency of information.
- Work with Enrollment Management, departmental stakeholders, and colleges to coordinate expenditures of all available funds to maximize student enrollment, retention, and graduation.
- Manage procedures to efficiently process outside scholarship funding while representing the University with outside funding agencies and Foundations.
- Maintain awareness of competitor scholarship offers, and develop suggestions and proposals regarding competitive scholarships.
- Provide leadership, training, and task assignments for staff in scholarship area.
- Utilize scholarship opportunities with financial aid awarding as a strategy to maximize benefits to students and reduce indebtedness.
- Participate as a member of the financial aid and scholarship office leadership team to ensure timely delivery of funding, exceptional customer service, and coordination of effort across all areas of financial aid.

KNOWLEDGE AND SKILLS:

- Administrative competence and supervisory experience
- Analytical skills
- Ability to clearly and effectively communicate with both internal and external customers through written and verbal means
- Problem-solving skills
- Must be able to access all federal and state financial aid system websites in order to perform the essential functions of this position. Must not be in default on student loans, which will prevent access to these systems.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related area required plus five years progressively responsible management experience. Additional education may substitute for experience on a year for year basis.

REPORTS TO: Assistant Vice President of Student Financial Aid and Scholarships

TO APPLY: <https://www.texas-tech.edu/careers/> Requisition# 35126BR

EEO STATEMENT:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability information or status as a protected veteran.