

## Job Description

<b>Job Title:</b>	Scholarship Coordinator (Administrative Coordinator)
<b>Job ID:</b>	17991
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Division of Student Development and Enrollment Management (SDEM) provides quality services and programs to all students from the time they first apply to Hostos to the point of graduation. Our goals are to support students' academic achievement for career development; to enhance students' intellectual, aesthetic, and social growth; to facilitate critical thinking skills; and to promote civic responsibility. One important goal of the division is to ensure students are provided with scholarship opportunities throughout their stay at Hostos CC.

The Division of Student Development & Enrollment Management is seeking candidates as an Scholarship Coordinator. Reporting directly to the Administrative Executive Office and as a member of the SDEM division, the successful candidate will perform the following:

- Works collaboratively with units to identify scholarship opportunities for students in College Discover, Office of Students with Disabilities, CUNY Edge Program, Veteran Affairs, Student Success Coaching Unit and Transfer Office.
- Coordinates and organizes materials to promote key events.
- Facilitates workshops for students to provide information on opportunities.
- Updates and maintains online scholarship system.
- Assists in data collection and creation of reports.
- Coordinates awards and scholarship processes for the college.
- Prepares communication materials for nominees, program planners and the Business Office.
- Oversees advertising timelines; creates schedule of nomination and submission processes.
- Coordinates presentation of awards and scholarships including those for Student Leadership.
- Serves as campus liaison to CUNY Central Office.
- Performs miscellaneous clerical, administrative, research or other work related to scholarship opportunities for students.

### QUALIFICATIONS

Bachelor's Degree required. Availability to work evening and weekend hours is preferred.

### CUNY TITLE OVERVIEW

Supports projects, initiatives, and activities that impact an academic or administrative department.

- Manages basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information.

- Collects data for, prepares, and distributes reports and presentations using word processing, spreadsheet, and presentation software.
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department web site(s); maintains department archives and collections.
- Conducts internet and/or database research and performs basic systems queries to locate information related to department activities.
- Maintains department fiscal plans and budgets; assists in budget administration and invoice processing.
- Provides basic information, instructions, and materials as requested by students, faculty, and others who contact the department.
- May supervise office staff and student workers.
- Performs related duties as assigned.

Job Title Name: Administrative Coordinator

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

\$40,815 - \$45,957; salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Listings"

Please attach resume, cover letter and three professional references.

**CLOSING DATE**

February 4, 2018

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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