Graduate Student Funding Specialist

Job Code 50029465

General Description
Responsible for graduate student funding (scholarships, fellowships, assistantships, student travel funds) within the Graduate College.

Examples of Duties
Provide information to applicants and other students by answering questions relating to graduate assistantships, fellowships, scholarships, and student travel by phone, email, or in person. Review PCRs for Graduate Instructional, Teaching and Research Assistants and send Dean’s approval.
Verify students meet all requirements and obtain justification request if needed.
Keep PCR hiring approval logs and monitor enrollment and GPA each semester of graduate assistants’ employment.
Coordinate Graduate College Scholarships by arranging meetings with college committee members.
Process Doctoral & Thesis Research Support Fellowship awards.
Collect nominations for graduate and doctoral merit fellowships from graduate advisors and doctoral program directors, retrieve documents and information from student admission records, and make awards.
Update information materials and prepare and submit forms for scholarship/fellowship recipients.

Knowledge, Skills, and Abilities
Knowledge of: computer systems; fellowship and scholarship procedures in higher education; University policies and procedures.
Skill in: establishing rapport with students, faculty, staff, and coworkers; clearly explaining policies and requirements; prioritize and problem solve.
Ability to: read and interpret scholarship related documents and university requirements; prepare clear, concise and correct materials in a timely manner; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements