

### **Scholarship Coordinator**

The chief objective of this position is to process and counsel students and families on the various federal, state, institutional, and outside scholarship opportunities and grant programs. This staff member will process scholarship verifications with outside agencies.

#### **Job Duties:**

- Primary contact for scholarship review in the Blackbaud database system
- Process institutional scholarships; academic, endowment, athletic, tuition assistance grants, to include scholarships and grants from state, external agencies, etc.
- Serves as backup to the management staff with regard to interpreting scholarship guidelines pertaining to scholarship and grant in aid programs
- Advises parents and students in person on all inquiries relating to scholarships and grant-in-aid
- Assists parents and students with the completion of required forms for all financial aid processes
- All other duties as assigned

#### **Qualifications:**

- High School graduate, however; a Bachelor's Degree is preferred.
- Preference will be given to those who have previously worked in a Financial Aid Office and/or Higher Education Finance

#### **Requirements:**

High School graduate

#### **How to Apply**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

*\*\*No phone calls*

*\*\*Incomplete applications will not be considered*

#### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.