

JOB DESCRIPTION:	Scholarship Coordinator		
DEPARTMENT:	WNMU Foundation		
REPORT TO:	Se. Executive Director – WNMU Foundation & Alumni Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	437110	DATE APPROVED:	25-MAY-2026
		DATE MODIFIED:	

SUMMARY: Coordinates all aspects of the WNMU Foundation Scholarship program, maintains and helps establish scholarship support. Provides assistance and back up support for fund accounts, functional deposit and disbursement tasks. Collaborates with the campus community to educate on financial literacy and resources as applicable to the cost of college.

DUTIES:

1. Implements, coordinates, directs and maintains Western New Mexico University (WNMU) Foundation Scholarship Program, including preparation of new scholarship agreements, maintenance and monitoring of existing scholarship agreements and maintaining regular contact with donors, students, review committees and associated constituents. Is the primary liaison to campus departments to include but not limited to financial aid and the business office to inform, create, track, review compliance, communicate award details and confirm business statement application of all scholarships.
2. Works closely with the University Advancement team (Foundation and Alumni Affairs staff) to cultivate internal and external constituent relationships, renew scholarship gifts and to initiate contacts and communications to secure new scholarship opportunities. Collaborates internally with departments across campus including but not limited to student services, financial aid, and the business office to help educate students and others. Helps develop financial literacy resources as they may apply to understanding how to pay for college.
3. Prepares scholarship application process for students utilizing Blackbaud Academic Works software. Trains review committees on processes and procedures and coordinates scholarship application review and selection. Reviews all scholarship recipient forms for compliance to the scholarship and approval by the appropriate scholarship committee. Maintains paper and electronic files of the scholarship recipient forms.
4. Coordinates scholarship awarding with various internal and external private scholarship committees, develops award guidelines, works with internal and external accounting and financial staff to review and help determine annual available funds for awards, and in cases where no committee exists, works with the Foundation Board Scholarship Committee. Provides guidance and support to advance all committee functions.
5. Works with development staff to implement a stewardship plan that recognizes scholarship affiliated constituents. Assists with stewardship reports as well as identifying other activities and circumstances to recognize and engage stakeholders.
6. Promotes the Foundation's Scholarship Program campaign to appropriate stakeholders. Plans and develops a marketing strategy to area high school career and guidance counselors, and students through print and electronic media, and personal presentations to campus, civic organizations, individual prospects, faculty, staff and students. Coordinates the development of a communication plan to notify students, faculty and staff of scholarship information through a variety of promotion vehicles.
7. Collaborates with the Advancement team in planning the annual Scholarship Luncheon, and provides department support for various campaign activities, Thank-A-Thon efforts, Alumni Affairs, and all advancement directed participation and engagement.

8. Provides staffing back up for functional tasks and is cross trained in procedures to accept contributions, prepare deposits, fund disbursements, and payment processes.
9. Assists with other University Advancement activities and special events. Facilitates and supports the accomplishment of identified University Advancement team, goals that support the overall University strategic plan by developing and maintaining performance tied to established goals.
10. Provides a broad range of administrative functions. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and upholds working and public behavioral image expectations and ethics.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree preferred, Associates degree with a minimum of one-year administrative experience accepted, or a High School diploma with three years of administrative or organizational support experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of office management and administrative support practices and procedures. Demonstrate written communication skills that show ability to draft, compose, and summarize complex information into concise executive summaries for internal and external communication. Knowledge of general bookkeeping practices and procedures. Knowledge of advance word-processing, spreadsheet, and database software applications. Knowledge of organizational structure, workflow, and operating procedures. Ability to monitor and/or maintain quality control standards. Ability to coordinate quality assurance programs in area of specialty. Knowledge of the principles and techniques of public relations speaking. Ability to develop and deliver presentations. Ability to resolve customer complaints and concerns. Ability to work both independently and in a team environment. Ability to lead and train staff and/or students. Ability to perform complex tasks and prioritize multiple projects. Skill in organizing and coordinating. Ability to coordinate, schedule, and organize events and/or facilities usage. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)