



# THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

## JOB DESCRIPTION

### Director of Scholarship and Grant Administration

**Exempt**

**Position #100100**

#### **ESSENTIAL FUNCTION**

Responsible for the day-to-day administration of scholarship and grant programs including Oklahoma's Promise (Oklahoma Higher Learning Access Program), Oklahoma Tuition Aid Grant Program (OTAG), Academic Scholars Program, Oklahoma Tuition Equalization Grant (OTEG), and other financial aid programs.

#### **RESPONSIBILITIES AND DUTIES**

- Supervise employees that are responsible for the administration of Oklahoma's Promise, OTAG, Academic Scholars, OTEG, and other financial aid programs.
- Remain informed of changes that affect the administered programs and recommend changes to agency policies and procedures to continue compliance.
- Prepare necessary applications and reports for the U. S. Department of Education and other agencies.
- Coordinate the maintenance of the program databases and reporting systems.
- Keep campus financial aid administrators advised of current program regulations, policies and activities.
- Assess the need for and provide training opportunities for campus financial aid administrators.
- Update policies and procedures the programs as needed.
- Coordinate with IT staff regarding computer system needs and concerns.
- Oversee the awarding of program funds.
- Assist in responding to legislative inquiries related to the administered programs.
- Coordinate agency response to National Association of State Student Aid and Grant Programs annual survey on student financial aid programs.
- As necessary, represent the agency at state, regional, and national student financial aid conferences.
- Responsible for recommending hiring, firing, advancement, promotion or other changes in assigned employee(s) status.
- Other similar duties and projects as assigned.

#### **POSITION QUALIFICATIONS**

Bachelor's degree required, Master's degree desired. Five (5) or more years of managerial experiences. Working knowledge of the student financial aid industry and its administrative regulations, policies and procedures. Good analytical and decision-making skills needed. Excellent communication and organizational skills. Good computer skills essential (MS Excel, MS Word, and databases). Some travel required.

#### **SUPERVISION**

The employee performs work under the supervision of the Associate Vice Chancellor for Scholarships and Grants.

**Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:**

**OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.**

**Fax #: (405) 225-9230**

**E-mail: [hr@osrhe.edu](mailto:hr@osrhe.edu)**

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