



Job Title	Graduate Funding Coordinator	Job Code	ES0142
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Enrollment Services	Union Code	0
		Subfamily	Admissions

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Responsible for accounting tasks related to awarding financial support to qualified graduate students, including assistantships and tuition waivers.

Representative Duties

1.

- Evaluates students for graduate tuition waivers; reviews admission, student records, fellowship, and employment records during the evaluation; and interprets university policies and applies them to individual Students
- Reviews accounting records; audits and adjusts tuition waiver entries
- Researches, compiles, and analyzes graduate financial data and produces reports for use in financial management decisions
- Makes recommendations to the Assistant Director
- Reviews reports of graduate student awards for compliance with university policies and adjusts entries
- Evaluates graduate assistantship contracts for compliance with university policies
- Advises hiring departments of issues and options for resolution. Evaluates graduate teaching assistantships for university requirements regarding instructional assignments; monitors the university record regarding graduate student teaching, resolves discrepancies, and facilitates compliance with university policy
- Communicates with colleges and departments about their graduate assistantships and tuition waivers, and with Human Resources, the Faculty Center for Teaching and Learning, the Center for Multilingual Multicultural Studies, the International Services Center regarding graduate assistantship contracts
- Advises students regarding university graduate assistantship and tuition waiver requirements

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of leadership experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.