

## **EOP: Scholarship Coordinator/Registrar**

<b><u>Reports to:</u></b>	<b>Principal</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>11 months</b>
<b><u>Salary:</u></b>	<b>Office Support II - 57</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **Associate degree preferred**
  - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

### **Essential Job Functions:**

- Receive, review and provide copies of scholarships as they become available each year
- Act as contact person for current and potential scholarship sponsors
- Promote scholarships to students and parents through school website, SCROLL, scholarship newsletter, bulletin boards, morning announcements and school marquee
- Adhere to all scholarship deadlines
- Copy and mail all transcripts for admissions purposes
- Maintain active database of college admissions, donor information and scholarships awarded
- Invite, schedule and welcome college admission representatives to visit school
- Select, advise and communicate with school-based scholarship committee
- Solicit nominations of students for scholarships
- Act as liaison for Morehead-Cain, Park Scholars, National Merit, Teaching Fellows, military recruiters, PTSA, Athletic Boosters and Valedictorian Award
- Write letters of recommendation for students
- Attend scholarship, financial aid and college admission workshops to stay current with scholarship information
- Plan and hold evening meetings for parents, college planning, and financial aid as necessary
- Plan all aspects of the Annual Scholarship Awards Banquet and College Fair
- Exercise confidentiality concerning student information
- Meet with students and prospective families, provide tour of school for new enrollments
- Provide new student paperwork and course registration information

## **EOP: Scholarship Coordinator/Registrar**

- Set up registration appointments/coordinate with counselors for enrollment
- Enroll students in NCWISE/verify residency/submit bus information
- Request former school records/set up new files
- Submit immunization records to Data Manager for entry
- Process withdrawal paperwork, forwarding student paperwork to next placement
- Check fees/textbooks/receipt monies
- Send out requested transcripts for both current and former students
- Provide receptionist duties for guidance, answering phones, taking messages and greeting students and families
- File paperwork
- Assist with projects as needed
- Perform any additional duties as required by the supervisor

### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions

## **EOP: Scholarship Coordinator/Registrar**

- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment