

Office of Financial Aid, Student Employment, and Scholarships

Scholarships Graduate Assistant

Job Description

The Scholarships Graduate Assistant will perform the following duties:

- Learn the rules and regulations of Financial Aid and utilize this knowledge in helping students access the best types of aid possible while ensuring compliance.
- Provide excellent customer service to students, parents, faculty, staff, and scholarship donors by answering phone calls and emails.
- Assist scholarship counselors with scholarship events, such as workshops, receptions, outreach meetings, and banquets. There will be many opportunities to apply student development theory and influence the events being held during the year.
- Co-advise scholarship student clubs to support their community building efforts.
- Work with a diverse team of staff and student employees to achieve common goals.
- Schedule scholarship selection committee meetings and interviews using various software programs.
- Accurate data entry, a great deal of detailed work for data exchanges with major funders using their portals.
- Work primarily with four software systems to provide access to scholarships for the UCCS student population.
 - Assist with the Scholarship Management software system, Blackbaud Award Management.
 - Utilize the Canvas system to manage events and requirements for major scholarship programs.
 - Utilize the CU Student Information System to process scholarship payments and run queries to check student eligibility for renewal.
 - Utilize the OnBase Document Imaging software to collect, process, and store student data
- Other duties as assigned

This job is will require:

- An aptitude for working with technology, although no prior experience with PeopleSoft, OnBase, Canvas, or Blackbaud Award Management is required.
- A sincere desire to work in Higher Education and with diverse student populations.
- Interest in assisting students' needs, both financially and emotionally.
- Excellent communication skills, both written and verbal.
- High level of organization and ability to problem solve independently.
- Strong history of successfully working in a team environment as well as independently.
- Enrollment in a graduate program at UCCS.

Additional Information:

- This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act
- The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.

- UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.

Hours: Between 15 to 25 per week, Monday through Friday 8:00 AM to 5:00 PM. Occasional nights and weekends for events will be scheduled if student is not in class.

Wage: \$14 per hour

Start date: Start dates are flexible.