Honors Program Opportunity at the University of Iowa

POSITION OVERVIEW

| Department: | Honors Program, University College |
| University Classification: | Educ Support Svcs Assoc |
| UI Job Code: | PCE1 |
| Pay Level: | 3A |

**Working Title:** Scholarship Coordinator

**Percent Time:** 50%

**Administrative Supervisor:** ☐ Yes ☒ No

**Reports to:** Associate Director, Honors Program

**Compensation:** $21,000-$23,000 at 50% time (prorated FTE $42,000-$46,000)

POSITION SUMMARY

Manages assigned scholarships for the University of Iowa Honors Program (UIHP).

WHAT YOU DO

**Enhance and Support Student Educational Experiences and Increase Retention. Foster a Sense of Community and Engagement for Students**

- Advises individuals and groups on best practices for scholarship application development, including essay writing, resume building, and asking for letters of recommendation.
- Manages application development, access, and delivery in the administrative platforms Academic Works, Qualtrics, and Drupal.
- Coordinates the administration (including the recruitment, application, selection, and award processes) of the following opportunities:
  - Scholarships for first year entering honors students
  - An evolving spectrum of donor funded scholarships, experiential learning grants, and travel awards
- Recruits and supports faculty, pro staff, alumni, and friends to serve as selectors for Honors’ annual scholarship competition.
- Works with Honors pro staff, the Office of Admissions, colleges, departments, and faculty to identify strong scholarship applicants.
- Serves as the Staff Advisor for the Presidential Scholars Program.
- Participates in the consideration and selection of applicants for admission to the Honors Program.
- Regularly updates scholarship webpages on the Honors Program website.
- Other duties as assigned.

**Establish and Maintain Relationships with Partners to Provide Educational Support Services. Partners include on-campus Units and External Agencies (Local, State, National and International)**

- Organizes and facilitates the annual Honors Recognition Ceremony for UIHP award recipients, their families, UI faculty and administrators, and others.
- Represents the UIHP at Admissions events (e.g., Hawkeye Visit Days, Orientations), and host campus visits by new students, prospective students, and their families.
- Works with relevant stakeholders on campus to help them recognize students, faculty, and friends receiving Honors scholarships and awards.
- Attends and contributes to weekly staff meetings and scheduled program and campus events as appropriate.
- Track program donations the UICA platforms and send thank-you notes/organize student thank-you notes
- Other duties as assigned.
### Academic Support System Administration – Proficiency: Basic
Knowledge of the operation and application of computer-based academic support systems; ability to coordinate and support academic activities through an academic support system.

**What this looks like:**
- Identifies the functions and features of an academic support system.
- Explains the use of key components in an academic support system.
- Describes the key benefits of academic support system applications.
- Documents the operational processes and procedures of academic support systems.

### Decision Making and Critical Thinking – Proficiency: Basic
Understanding of the issues related to the decision-making process; ability to analyze situations fully and accurately and reach productive decisions.

**What this looks like:**
- Identifies issues and communicates with others when a decision needs to be made.
- Identifies decision makers in own environment.
- Explains steps in an effective decision-making process.
- Describes types of decisions for incumbent in own job or function.

### Educational/Instructional Program Management - Proficiency: Working
Knowledge of and ability to manage educational/instructional programs, including research projects, extra-curricular activities, and/or academic planning.

**What this looks like:**
- Coordinates educational/instructional programs including scholarship programs and extra-curricular activities.
- Explains relative standards and policies for scholarship program management and applies them in practice.
- Arranges scholarship funding and sponsorships for educational research programs or projects.
- Follows standard measurement criteria during the assessment of scholarship applicants and programs.

### Effective Communications – Proficiency: Working
Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.

**What this looks like:**
- Makes oral presentations and writes reports needed for own work.
- Avoids technical jargon when inappropriate.
- Looks for and considers non-verbal cues from individuals and groups.
- Listens to feedback without defensiveness and uses it for own communication effectiveness.
- Delivers helpful feedback that focuses on behaviors without offending the recipient.

### UNIVERSITY EXPECTATIONS (see definitions and proficiency levels here)

### Collaboration/Positive Impact - Proficiency: Basic

**What this looks like:**
- Grasps the inevitability and challenges of change and adapts accordingly. Utilizes learning opportunities to prepare for changing work, methods and work environment.
• Demonstrates civil and respectful behaviors valued within the organization.
• Provides and accepts ideas and suggestions in a constructive and helpful manner.
• Exhibits good teamwork; is approachable, cooperative, and contributes to an overall positive and productive work/team environment.

**Diversity, Equity and Inclusion** – **Proficiency: Basic**

*What this looks like:*
• Promotes a respectful, diverse, equitable and inclusive work environment in which concerns are addressed effectively.
• Can identify unit policies and practices that have a disparate impact on specific populations.
• Recommends policies and practices to advance an equitable, inclusive work environment and counter racism, sexism, and other forms of institutional bias.
• Forms respectful relationships with those representing diverse constituencies, and seeks regular input to better understand diversity, equity & inclusion issues and enhance recruitment efforts.
• Engages in on-going self-reflection and continues to advance their knowledge and skills related to diversity, equity and inclusion.

**Service Excellence/Customer Service** – **Proficiency: Basic**

*What this looks like:*
• Enhances service by seeking ways to add value to customer interactions/services.
• Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere.
• Listens to feedback without defensiveness and uses it to enhance communication effectiveness.
• Communicates in alternative ways to accommodate different listeners.

**QUALIFICATIONS YOU BRING**

**Required**
• A **bachelor's degree** or an equivalent combination of education and related experience or expertise.
• Reasonable (Minimum 6mo, preferably 1–2years) experience in higher education, and especially with the **review and evaluation of student work and materials**.
• Demonstrates a **basic proficiency** level in:
  • **Managing a specific program or scholarship including content, processes, issues and considerations**, preferably in academia; ability to apply the specific knowledge to achieve relevant goals and objectives. (Using and understanding effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.)
  • **Working with a variety of individuals and groups in a constructive and civil manner** while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.
• Demonstrates a **working proficiency** level in:
  • **Technology savvy**, Microsoft Office programs and desktop tools.
  • **Effective communication concepts, tools and techniques**; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.

**Desired**
- Demonstrates basic proficiency, **knowledge, insight, and understanding of scholarship concepts and processes** that are needed for making sound decisions in the context of the department’s operating practices; ability to apply this knowledge appropriately to diverse situations.

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### ABOUT HONORS

In the [Honors Program](#) we are intent on ensuring the University’s position as a leader in research and learning. Honors at Iowa enriches the undergraduate experience by cultivating intellectual curiosity and practical skill through challenging coursework, creative engagement, and experiential learning to nurture a deeper understanding of one’s discipline and self. We are an inclusive and supportive community for high achieving students who are in the process of understanding the broader significance of their education, life experiences, and relationships with the goal of awareness and self-authorship.