



Job Title	BNY Mellon Scholarship Coordinator
PVN ID	VA-2102-003853
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Apr 09, 2021 (Or Until Filled)

General Description

CUNY's Accelerated Study in Associate Programs (ASAP) assists students in earning associates degrees within three years by providing a range of financial, academic, and personal supports, including comprehensive and personalized advisement, career counseling, tutoring, scholarships for tuition and mandatory fees, MTA MetroCards, and additional financial assistance to defray the costs of textbooks. The program, housed in the Office of Academic Affairs, is seeking a BNY Mellon Scholarship Coordinator to support all elements of the administration of the BNY Mellon Scholarship initiative, which supports CUNY ASAP graduates who transfer to a CUNY senior college to continue their studies in a STEM or business field. Under the direction of the ASAP Director for STEM Initiatives & Special Projects, the BNY Mellon Scholarship Coordinator works closely with the ASAP Budget & Fiscal Administration staff to manage the scholarship application and award process in concert with the Office of Student Financial Assistance. The BNY Mellon Scholarship Coordinator also monitors and ensures compliance with donor agreement guidelines, serves as a liaison with relevant ASAP community college and senior college staff to facilitate communication, coordinates scholarship notifications, and monitors all activity related to BNY Mellon Scholarship administration.

Other Duties

- Implements, coordinates, and maintains the BNY Mellon Scholarship program, including maintenance and monitoring of existing scholarship agreements and maintaining regular contact with students.
- Working with the Office of Advancement, helps coordinate and manage the scholarship notification and student donor thank you processes by notifying students by email of the thank you letter process and coordinating receipt and review of thank you letters from students.
- Acts as liaison between ASAP staff and students to provide information and resources regarding scholarship activities and programs.
- Prepares the scholarship application process for students and works with ASAP social media coordinator on promotion strategies.

- Compiles list of students not in compliance with scholarship criteria for continued receipt of scholarship.
- Send letters to students who receive scholarships and those who will be losing their scholarships
- Provides guidance and support to the Review and Selection Scholarship Committee. Facilitate review committee meetings to select scholars.
- Supports the planning and implementation of the annual scholarship reception for new scholars and assist in the coordination of other scholarship related special events with the funder.
- Coordinates design and maintenance of BNY Mellon Scholarship webpage.
- Perform other related duties as assigned, with a particular focus on ASAP STEM initiatives.

Qualifications

Minimum Qualifications

- Bachelor's degree required and minimum of two years of related work experience or equivalent combination of education and experience are required.
- Must be detail-oriented and have excellent follow-through
- Strong organization skills, planning abilities, and able to manage deadlines.

Core Competencies

Demonstrated ability to:

Develop and maintain effective working relationships; communicate verbally and in writing effectively; provide high quality and responsive service to students and contacts; perform all assigned tasks efficiently and accurately; organize, create and maintain accurate records; prioritize and manage multiple projects effectively and efficiently or change priorities quickly; operate a variety of office equipment; handle student information with a high degree of confidentiality; identify and resolve problems or issues with students, staff and other stakeholders.

Preferred Qualifications

- Project management experience is preferred.

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. The location of the position in the near future will operate in a professional office environment. Laptop and other equipment will be provided to support working remotely.