

Work Study Job Description

Job Title	Student Scholarship Advisor
Department Name	UW Bothell Office of Student Services
Job Location	UW Bothell
Pay Rate	\$11.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Natalia Dyba
Phone Number	425-352-3261
Email Address	ndyba@uwb.edu
Website	http://www.uwb.edu/studentservices/merit-scholarships
Box Number	358500

Nature of Organization

The Office of Merit Scholarships, Fellowships and Awards helps students pursue opportunities to enrich their college experience with funding for tuition and fees, research, study abroad, internships and selective professional placements.

Duties and Responsibilities

The Office of Student Services has an outstanding opportunity for a Student Scholarship Advisor to support the Manager of Merit Scholarships, Fellowships and Awards in gathering information about available scholarships and advising potential applicants. Responsibilities include: maintaining and updating the UWB Merit Scholarships webpage, responding to scholarship inquiries from the general student population, reaching out to students through social media, conducting one-on-one advising appointments with students, assisting with scholarship information sessions, planning and coordinating events, compiling post-event evaluations, and creating/updating scholarship materials such as handouts and fliers. Other office duties as assigned.

Minimum Qualifications

- Excellent written and oral communication skills
- Customer service orientation
- Ability to work with students from diverse backgrounds
- Good marketing skills
- Attention to detail
- Ability to work independently and take responsibility for project completion
- Ability to collaborate across departmental units
- Proficiency with Microsoft Office, online research

Educational Benefits

The Student Scholarship Advisor will be part of a professional higher education team that serves a diverse student population. The candidate will cultivate customer service and editing skills, develop expertise in scholarship applications, including advising applicants, and gain experience juggling multiple responsibilities.

How to Apply

Please submit resume, cover letter, and class schedule to Natalia Dyba at ndyba@uwb.edu.

Job Number: BOTH07 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: n |
Program: State