



UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*

# Staff Vacancy

**POSITION:** ASSISTANT DIRECTOR FOR SCHOLARSHIPS **EEO# EM 3-14**  
**DEPARTMENT:** OFFICE OF SCHOLARSHIPS

## RESPONSIBILITIES:

The University of Louisiana at Lafayette invites nominations for the position of Assistant Director of Scholarships. Reporting to the Director of Scholarships, the Assistant Director will:

- Assist the Director with all activities associated with the awarding and administering of all scholarships (incoming freshman, transfer, out of state and international)
- Assist the Director with the coordination and administration of UL Lafayette Foundation Scholarships
- Assist the Director with the monitoring of all scholarship eligibility
- Assist the Director in all activities representing the University involving recruitment of incoming students-freshman, transfer, out of state and international.
- Provide leadership in the automation of current scholarship processes.

## QUALIFICATIONS:

The Assistant Director must possess a minimum of a bachelor's degree with at least 3 years of experience in a university related area. A master's degree is preferred. Additional qualifications include: exceptional communication skills, proficiency in Microsoft Word, Excel, and PowerPoint with other related computer software skills, strong organizational skills, and a willingness to travel and work afternoons and weekends when needed.

## ADMINISTRATIVE UNIT:

**The Office of Scholarships** is a unit within the Division of Enrollment Management which provides scholarship opportunities to students funded through the University, UL Lafayette Foundation, and outside sources. The Scholarship Office administers approximately \$9 million dollars in scholarships annually.

The Scholarship Office is a member of the Enrollment Management Division which also includes: Office of Undergraduate Admissions and Recruitment, Office of Student Financial Aid, Office of New Student Orientation, Office of Veteran Student Services, and the Office of the University Registrar. The office also works very closely with the UL Lafayette Foundation, academic deans, and other University departments.

**Salary:** Salary is competitive and commensurate with qualifications and experience.

**Application Deadline and Starting Date:** Preference will be given to applications received by Friday, October 17, 2014 with a preferred starting date of Monday, November 3, 2014.

**Applicants:** Candidate review will begin immediately. Applicants should send a cover letter, resume, and the names and contact information of three references to:

Carla Hoffpauir  
Office of Scholarships  
P.O. Box 44050  
Lafayette, LA 70504-4050