

Associate Director of Scholarships and Fellowships and
National Fellowship Advisor (35459)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205681>

Downloaded On: Sep. 30, 2023 3:34am

Posted Feb. 15, 2023, set to expire Dec. 7, 2023

Job Title	Associate Director of Scholarships and Fellowships and National Fellowship Advisor (35459)
Department	University Honors Program
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://employment.niu.edu/postings/69709
Apply By Email	
Job Description	

Overview

The Associate Director of Scholarships and Fellowships and National Fellowship Advisor provides leadership and support for all matters related to national scholarships, fellowships, and academic awards, as well as scholarships and funding opportunities for enrichment activities for students in the University Honors Program and the Office of Student Engagement and Experiential Learning. This position takes a leading role in enhancing and administering current University Honors Program scholarships, awards, recognition events, co-curricular offerings, and fellowship programs; manages review and selection processes for the University Honors Program and the Office of Student Engagement and Experiential Learning; and supports national scholarship applicants from informational stages to the submission of complete applications.

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Position Summary

This position is responsible for working with students, in conjunction with other campus and external offices, in the promotion, evaluation, and facilitation of students scholarships (both internal and external). The successful candidate should have very strong organizational, communications, writing, and analytical skills. This position requires the possession and continued acquisition of knowledge about national fellowships, opportunities for undergraduate development, including undergraduate research, and a collaborative approach to building great opportunities for students, as well as a commitment to developing and recognizing inclusive excellence among students.

Essential Duties and Responsibilities

- Educates, identifies, mentors, and cultivates student applicants for scholarships within the University Honors Program and among the undergraduate student population at large for external award and fellowship opportunities;
- Manages scholarship processes for the University Honors Program, OSEEL, and other funding and enrichment opportunities that fall under the purview of the Assistant Vice Provost for Student Enhancement;
- Oversees the application processes for all external scholarships and fellowships, focusing especially on competitive awards like the Marshall and Goldwater scholarships;
- Provides leadership and support for institutional competitions and fellowship programs, including the Lincoln Laureate competition, the McKearn Fellowship Program, the Rising Scholarship Program, and other similar programs and/or competitions meant to recruit, retain, develop, and support students with great academic potential;
- Helps the Assistant Vice Provost for Student Enhancement maintain strong donor and alumni relations while administering donor-supported scholarships and fellowships;
- Functions as an effective team member in both the University Honors Program and the Office for Student Engagement and Experiential Learning and, as needed and appropriate, participates in signature events (e.g., Honors Day, CURE), helps with recruitment, retention, and the general business of the offices.

Minimum Required Qualifications (Civil Service)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.
2. A total of one (1) year (12 months) in education, training and/or work experience in the area of



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specialization inherent to the position*.

3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

*Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as Accounting Software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.

Specialty Factors (Civil Service)

N/A

Preferred Qualifications (Civil Service)

- M.A./M.S. preferred in an academic discipline represented on the NIU campus.
- Scholarship, advising, or other student-centered work experience in a university setting is preferred.



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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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