

Scholarships Officer

Tenure and salary band:	This is a casual part-time appointment (14.72) 2 days a week
Organisational Unit:	Student Services and Administration
Reports to:	Director, Student Finance and Scholarships
Overall purpose of the position:	The overall purpose of the Scholarship Officer The overall purpose of this role is to deliver high-quality support and advice on scholarships across Higher Education and TAFE, contributing to the effective administration of student financial services and scholarships programs across the University
Location/campus:	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.
Major duties:	
◆ Administer a diverse range of university and government-initiated scholarship, prize, and grant schemes under the administration of the University, including merit- and equity-based programs, ensuring timely and accurate eligibility checks and payment processing.	
◆ Collaborate with professional and academic staff to support the delivery of scholarship application assessments, selection, and selection panel processes in collaboration	
◆ Work towards meeting agreed University service level agreements (SLAs) for application turnaround times.	
◆ Communicate scholarship outcomes to students and staff in a timely and professional manner.	
Key Selection Criteria:	
◆ Describe your experience administering scholarships, grants, financial assistance programs or similar processes. How did you ensure eligibility assessments, records and payments were accurate and completed on time?	
◆ Provide an example of how you collaborated with academic and professional staff to assess applications or support a selection process. What was your role, and how did you ensure the process was fair and consistent?	
◆ Describe a time when you managed competing priorities while working to tight deadlines or service-level expectations. How did you communicate outcomes or resolve enquiries professionally with applicants and stakeholders?	