

Position Description

Job Title: Program Manager (Scholarship Administration)	Grade: 82
Incumbent: Vacant	Reports to: Director, Recruitment & Outreach
Division: Professional & Global Exchanges	Department: Professional & Global Exchanges (PECO)

Purpose of Position:

The Program Manager (Scholarship Administration) supports policy, operations, financial, and administrative activities for KAUST Discovery Scholarship and King Abdullah Scholars Programs.

IIE currently administers two scholarship programs (The KAUST Discovery Scholars and King Abdullah Scholars Programs) for the King Abdullah University of Science and Technology (KAUST). The KAUST Discovery Scholarships are pre-enrollment scholarships that provide a short-term stimulus for identifying and attracting qualified candidates for entry into KAUST as Master's students beginning in September 2009 and onwards. King Abdullah Scholars identifies and supports outstanding graduate students at leading research universities worldwide who combine attributes of leadership and scholarship that are relevant to KAUST.

Principal Responsibilities:

1. Supports Assistant Director with Award Notification and Acceptance Tracking (student pre-advising period):
 - a. Assists with technical review of applications online during submission period as needed.
 - b. Assists with distribution of award notification letters and award documents to awardees following the selection panels.
 - c. Responds to high volume of student e-mail and phone inquiries.
 - d. Assists with tracking acceptances/declines on a daily basis.
 - e. Assists with the communications with advising staff as appropriate.
 - f. Assists with statistical reports on students who have been offered the scholarship.

- g. Collects award documentation in hard and electronic format.
 - h. Assists with developing and maintaining student files before they are transferred to advising staff.
2. Database Management
- a. Assists data warehouse manager; coordinates with IT and IT vendors to establish and maintain database.
 - b. Assists Houston-based IIE application and selection staff to ensure smooth transfer of student data into advising database.
 - c. Assists financial staff to set up grantees in IIE internal financial and administrative systems.
3. Operations for KAUST Scholarships
- a. Works with Director of Outreach and Recruiting to monitor and assess global activities for KAUST scholarships, including liaison activities with other IIE offices, tracking deliverables, assessing and ensuring quality.
 - b. Develops materials and systems to support global operations.
 - c. Travel to and participation in KAUST scholarship outreach events (domestic and international) as assigned
 - d. Assistance in the assembly of KAUST scholarship application and review materials, in IIE's domestic/international offices

Qualifications: Education/Experience/Skills:

1. Undergraduate degree, master's a plus, and at least 2-3 years of demonstrated experience in a professional environment. Experience with university administration, study abroad, scholarship management, or relevant area preferred.
2. Excellent proficiency with technology, especially word processing, databases and spreadsheets. Website experience highly desired.
3. Ability to organize and process a heavy workload and constantly changing priorities and tasks under strict deadlines.
4. Attention to detail.
5. Excellent interpersonal and communication skills.
6. Ability to travel to events and meetings domestically and internationally as needed.

Internal/External Contacts:

1. Occasional contact with scholarship program staff in Houston and the International Centers.
2. Occasional contact with KAUST officials.
3. Occasional contact with IIE Administrative Services, IT and Controller's staff.

4. Contact with outside vendors, universities, associations and other organizations for outreach event planning.

Supervision Exercised

1. Interns

Supervision Received:

1. Works under the general supervision of the Director of Recruiting and Outreach.