Scholarship Specialist  Full-time Position

The University of Nebraska seeks to hire a Scholarship Specialist responsible for acting as liaison between a private foundation and learning communities at UNO, UNL, and UNK.

Bachelor’s degree required. Experience working in academic areas or for a college or university is highly desirable.

Duties include tracking grade reports on NU Learning Community Scholars; tracking tuition costs for each learning community student and preparing billing information; answering inquiries from current students and possible applicants for scholarships; arranging book scholarships; working with NU institutional research to generate student achievement data; and coordinating information about learning communities on the three campuses.

Apply online at https://careers.nebraska.edu. Review of applications begins 12/5/12. If you need an accommodation in order to apply, please call 402-472-2111. AA/ EOE