

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **COLLEGE OF THE DESERT FOUNDATION**

#### **SCHOLARSHIP ADMINISTRATIVE SPECIALIST**

##### **BASIC FUNCTIONS**

The Scholarship Administrative Specialist plans and performs a wide variety of complex, responsible, highly sensitive, confidential administrative, technical, secretarial support functions and is responsible for coordinating the scholarship program and serving as the scholarship management system administrator on behalf of the Foundation Office. Other focus areas include managing new and renewable gifts which establish long term relationships between the Donors, the Foundation, and the District in order to increase financial support to students. In addition to providing excellent customer service to volunteers, donors, students and visitors to the Foundation; the Scholarship Administrative Specialist will assist with other Foundation and District programs, events and outreach activities providing information and recognition to these audiences thus increasing their affinity for the Foundation and District. The Scholarship Administrative Specialist reports to the Director of Development.

##### **REPRESENTATIVE DUTIES**

###### **Essential Duties:**

1. Provide the public with assistance and information related to the COD Foundation.
2. Perform a broad range of administrative duties to assist the supervisor with a variety of secretarial and administrative assignments. Provide oversight and management of the files. Attend meetings, take notes, and transcribe minutes; assist in the preparation of meeting agendas and agenda items for Foundation Board meetings; and track projects.
3. Sets up and maintain Administrator's calendar; coordinate, arrange and confirm meetings; screen request for appointments; make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, reimbursements and other related documentation.
4. Relieve the Administrator of technical, clerical, and administrative duties within the scope of the assigned duties.
5. Receive, open and distribute mail; receive visitors, answer telephone calls and refer to appropriate staff members.
6. Process checks, cash, web payments and credit cards received per established Foundation donation procedures for entry into FR50 database and for deposit. Enter donation data into online Laserfiche form for storage on the Foundation repository, search repository for files.
7. Assist in various research projects as assigned.
8. Responsible for proofreading, oversight and accuracy of marketing collateral and website.

9. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose routine correspondence independently or from oral instructions; compile data for reports as requested.
10. Create filtered mailing lists and reports with FR50 database program. Prepare reports and communications for distribution using mail merge.
11. Provide administrative support to the Database Manager and Foundation Accountant, and appropriate District staff. Duties include responding to requests from Executive Director, Development Director, and designated District staff regarding fund balances using Abila MIPS fundraising accounting software.
12. Provide administrative support to the Database Manager including thank you letters to donors from the Foundation and select thank you letters for the Superintendent/President's office. Maintain and update donor files in FR50 database (per admin rights) and provide administrator-level updates to Database Manager in a timely manner.
13. Order and maintain office/copier supply and other materials. Prepare expense reports coordinators and monitors purchasing and inventory of office supplies, furnishing and equipment.
14. Initiate IT and Maintenance work orders through the District.
15. Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary.
16. Operate a computer and related software including scheduling, email, Abila FR50 donor database, scholarship software, word processing, spreadsheets and presentations, printer, copier, calculator and fax machine. Troubleshoot maintenance issues with copier and schedule service as needed.
17. Provide training of the Scholarship Manager software program for Foundation staff, District staff, donors and volunteers to assist with the scholarship management and selection process.
18. Serve as the scholarship liaison with the District's Financial Aid and Bursar offices.
19. Assist with the development of policies and procedures related to the District's and Foundation's scholarship activities. Compile data and prepare reports as needed for scholarship donors.
20. Assist with production of events, promotions and activities to support the Foundation's mission of promoting the District's mission of supporting student success.
21. Assist with production of activities and outreach to increase participation by and support from College of the Desert alumni (graduates and past students).
22. Work independently with limited supervision and use sound judgment and maturity when interacting with donors from a broad demographic and financial stratum, in person and on the telephone. Work confidentially with discretion on sensitive and private information.

23. Attend and support fundraising events hosted by the Foundation. Maintain RSVP lists for all events.
24. Coordinate and assist with campus tours.
25. Provide secretarial and administrative assistance to Foundation Board and assigned committees.

**Other:**

26. Other duties and responsibilities as assigned.

**Knowledge of:** Modern office practices, procedures and equipment; preparation of complex reports; telephone techniques and etiquette; record-keeping techniques; operation of office machines including computer equipment and Microsoft Office Suite and database management; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; policies and objectives of assigned activities.

**Ability to:** Plan and perform complex secretarial, administrative work in support of the Foundation and District; work confidentially with discretion; meet schedules and time lines; maintain logs, files, reports and records; answer telephones and greet the public courteously; analyze situations accurately and adopt an effective course of action; operate a variety of office machines including a computer and Microsoft Office Suites, scholarship software and database management; communicate effectively both orally and in writing; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds; maintain confidentiality of business records; understand and follow oral and written instructions; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit and stand for extended periods of time; bend at the waist, kneel or crouch; and lift up to 25 pounds.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Associate's Degree supplemented by college-level course work in computer information systems or business-related course work and three (3) years of increasingly responsible office secretarial or administrative office support experience including some public contact.

**WORKING CONDITIONS**

**Environment:** Office environment. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Driving a vehicle to conduct work as necessary. . Requires some weekend and evening responsibilities attending Foundation and District sponsored events.

**EMPLOYMENT STATUS**

College of the Desert Foundation

**LEADERSHIP SALARY SCHEDULE**

**Row IV**

Board Approval: November 16, 2020 (pending)