

DESERT COMMUNITY COLLEGE DISTRICT

SCHOLARSHIP SPECIALIST

BASIC FUNCTION

Under the direction of the Financial Aid Director plans, implements, and markets a district wide scholarship program; coordinates the daily operation of the scholarship program and scholarship application management system.

REPRESENTATIVE DUTIES

Essential Duties:

1. Provide a high level of collaboration and service in the performance of assigned duties to both external and internal stakeholders
2. Develop, manage, and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability.
3. Serve as the scholarship management system administrator and collaborate with IT to maintain the scholarship upload process.
4. Determine eligibility, process, disburse, and complete agency verifications for foundation and non-foundation scholarships.
5. Coordinate and Conduct outreach efforts both on and off site to promote the COD scholarship program in order to increase the number of opportunities and scholarship applications. This may occur outside of normal working hours.
6. Collaborate with the COD Foundation to develop marketing strategies and literature to promote awareness of scholarship opportunities for students.
7. Selects and coordinates student speakers for various COD Foundation and COD Foundation donor events.
8. Assists academic and student services departments with the selection of students for various scholarship opportunities.
9. Collaborates with the COD Foundation, IT, Fiscal Services, local high schools, community organizations, Student Services and academic departments to provide scholarship opportunities to new and current COD students.
10. Facilitate the scholarship review process and the awarding of scholarships.
11. Perform internal audits and maintain scholarship records to ensure the integrity and accuracy of the scholarship program, MIS data, and reporting to outside donor organizations.
12. Calculates financial aid needs analysis and determines applicant eligibility as it pertains to scholarships through automated and manual packaging procedures.
13. Determines applicant eligibility for scholarships through verifying major, Satisfactory Academic Progress, enrollment, donor, and other requirements.
14. Accountable for processing, packaging and awarding internal and external scholarships.
15. Manages and oversees the scholarship communication management database in order to provide timely and accurate communication via letter and email correspondence to students, staff, and faculty.
16. Assist students with financial aid related matters and answer phones as needed.

Other Duties:

17. Coordinate student workshops to generate qualified applicant pools.
18. Maintain a listing of non-foundation scholarships for students to access.

19. Work independently to coordinate, facilitate and monitor scholarship activities and assists with event planning and foundation related activities that support the scholarship program at COD.
20. Meet with students individually or in a workshop setting to ensure the completion of handwritten COD Foundation donor thank you cards.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office practices, procedures and equipment; state, federal and College regulations and procedures regarding scholarships and financial aid; financial aid and scholarship management systems; Scholarship processes; Marketing and public relation concepts; excellent written and oral communication skills; interpersonal skills using tact, patience and courtesy; principles of training and providing work direction; record keeping techniques; operation of a computer, data entry techniques and applicable software including Microsoft Office and database management; an understanding and sensitivity to the diverse backgrounds of community college students.

Ability to: Perform technical work as it relates to scholarships in support of the Financial Aid Office and COD Foundation Office; meet with students and provide information regarding scholarships and financial aid; resolve complex problems; prioritizing, implementing, and managing multiple projects and due dates; gather data and generate reports; must work at extensive levels of accuracy for successful yearly closing and audits; conduct meetings and workshops; work independently without close supervision; work a flexible schedule that may include occasional nights and weekends; understand and follow financial aid and scholarship regulations; communicate policies, guidelines, regulations and laws to staff, students and the public; meet processing deadlines; establish and maintain cooperative and effective working relationships with co-workers and students of diverse backgrounds; work confidentially with discretion, train and provide work direction to others, work independently with little direction; lift 25 pounds; bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: An Associate's degree supplemented by at least three (3) years in a financial aid function, including one (1) year involving scholarship program management.

WORKING CONDITIONS

Environment: Fast paced office environment. Frequent interruptions. Requires some evening and weekend responsibility. Driving a vehicle to conduct work at various District sites and other locations as necessary.

EMPLOYMENT STATUS

Classified Bargaining Unit

Classified Salary Schedule

Range 14

Approved: March 18, 2016