



TITLE	CLASSIFICATION	SALARY GRADE
SCHOLARSHIP TECHNICIAN	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under general supervision, coordinate the application and award process for Doyle Scholarship Programs, Foundation, and Business and Community Scholarships; process non-institutional scholarship awards; disburse scholarship funds to eligible students; advise students regarding possible sources for grants and scholarships; serve as liaison to faculty and staff, and interact with the public regarding scholarship programs.

**SCOPE:**

The Scholarship Technician coordinates and implements the operation of Scholarship Programs; determines applicant eligibility; and maintains scholarship and student records.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Evaluates and processes scholarship applications and supporting documents according to Federal and State rules, District policies and SRJC Foundation regulations to determine financial and academic eligibility for Scholarships; recommends award packages; monitors student academic progress to evaluate continued scholarship eligibility.
2. Processes scholarship payments, repayments or refunds.
3. Processes award notifications and maintains communication with students regarding award eligibility and disbursement requirements; may approve or deny student petitions for special conditions or policy appeals.
4. Schedules and makes presentations to students and parents regarding scholarships.
5. Interacts with faculty, staff and the public regarding scholarship awards, eligibility and processes.
6. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations.
7. Maintains student and scholarship information using specialized software. May maintain the Scholarship web pages, including scholarship applications and materials.
8. Communicates with scholarship committees and donors regarding scholarship applications, awards and recipients.
9. Assists in planning and implementing the annual Circle of Honor scholarship reception.
10. Trains and directs the work of student and short-term, non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Analyze the academic records and financial needs of students to determine their scholarship award eligibility; apply scholarship award eligibility criteria in a fair, consistent and objective manner; prepare clear and concise reports; compile and analyze data concerning projected student financial assistance; maintain cooperative working relationships; provide effective customer service; communicate in English, both orally and in writing; work under strict deadlines; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Scholarship assistance programs available for students; educational programs, policies and procedures; budgets and fiscal management; standard office practices including filing, proofreading, and report writing; standard office productivity software.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Associate's degree with some related coursework.

#### *Experience:*

Increasingly responsible financial services experience in a scholarship, financial aid or accounting environment. Some customer service experience in a college, financial or public service setting preferred.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Ability to lift up to 50 lbs. unassisted.