



TITLE: Coordinator, Scholarship & Outreach

CLASSIFICATION: Classified

SALARY GRADE: N

JOB DESCRIPTION:

Under general direction, coordinate scholarship outreach presentations for the District; give informational presentations to SRJC students, area high schools, middle schools, parents and community; may serve as a lead worker to other classified staff in the department; advise students in their scholarship search and application process.

SCOPE:

The Coordinator, Scholarship & Outreach coordinates the high school application process of scholarship programs. Serves as a liaison with the SRJC Foundation in the implementation of institutional scholarships, grants, and awards. Coordinates the marketing, application and selection process of Santa Rosa Junior College's Foundation and Scholarship programs, including community and outside scholarship awards.

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. Schedules and gives presentations on scholarship programs to current and prospective students, including area high schools and middle schools; advises and assists students and parents on the availability of various scholarship programs.
2. Coordinates scholarship award recognition activities, including Doyle awards presentations.
3. Advises and guides students through the scholarship process including scholarship searches and applications.
4. Verifies student eligibility for scholarship programs.
5. Creates outreach materials for the promotion of all scholarship programs; maintain the Scholarship web pages, and scholarship management system.
6. Processes scholarship applications and supporting documents; recommends award packages.
7. Enters and maintains student and scholarship award information in specialized software.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations.
9. Monitors student academic progress to evaluate continued scholarship eligibility; approves or denies student petitions for special conditions or policy appeals.
10. Calculates repayments or refunds.
11. May serves as a lead worker to other classified staff.
12. May supervise and train student and short-term, non-continuing (STNC) employees.

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ABILITY TO:

Plan and provide presentations to individuals and groups; organize and oversee outreach events; produce informational materials; analyze financial and educational needs of students and make referrals; work independently with minimum supervision; write comprehensive reports; monitor, track and compile statistical information; communicate effectively in English (bilingual English/Spanish preferred); follow and give oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Scholarship and financial assistance programs available for students; economic and labor market conditions and trends; fiscal management; community resources and services; standard office productivity software and specialized systems.

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:

Bachelor's degree.

EXPERIENCE:

Some (1-2 years of full-time or part-time equivalent) experience in social services, community outreach, or public relations.

LICENSES 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:

Position requires frequent travel to schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.