

**TITLE: Coordinator, Scholarship Programs**

**CLASSIFICATION: Classified**

**SALARY GRADE: C10**

**SCOPE OF POSITION:**

Under general direction, coordinates the operations of the scholarship programs. Coordinates and serves as a liaison with the Santa Rosa Junior College Foundation in the implementation of institutional scholarships, grants, and awards. Performs duties related to scholarship criteria, application development and process, eligibility, appeals, tracking, budget monitoring, reporting, and advising students.

**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. Administers, maintains, and trains stakeholders on use of the department's scholarship management software. Serves as primary contact for scholarship management software provider.
2. Monitors SRJC Foundation's scholarship budgets. Enters, maintains and analyzes scholarship program data; develops reports.
3. Advises students, SRJC Foundation, scholarship review committees, faculty, donors, and staff through the scholarship process. Develops and/or updates training materials, tutorials and workshops.
4. Processes scholarship applications and recommends award packages. Enters and maintains student and scholarship award information. Monitors student academic progress to evaluate scholarship eligibility. Calculates repayments or refunds.
5. Collaborates with internal departments and external organizations to coordinate financial aid and scholarship in-reach and outreach activities including providing presentations to classes, community agencies and other external organizations, and at District events
6. Creates and maintains the scholarship web pages.
7. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations; maintains current knowledge of federal and state regulations related to scholarship programs.
8. Serves as a lead worker to other classified staff and short-term, non-continuing (STNC) employees.
9. May supervise and train student employees.

**KNOWLEDGE OF:**

1. Scholarship and financial assistance programs available for students.
2. Project management.
3. Economic and labor market conditions and trends.
4. Fiscal management.
5. Community resources and services.
6. Relevant local, state, and federal rules, regulations, programs, policies, and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

## **TITLE: Coordinator, Scholarship Programs**

### **ABILITY TO:**

1. Compile, track and analyze statistical information.
2. Produce informational materials.
3. Organize and oversee outreach events and give presentations to individuals and groups.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree required.

### **EXPERIENCE:**

2+ years of related experience in social services, community outreach, or public relations.

### **OTHER REQUIREMENTS:**

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:**

- 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.
- Position requires frequent travel to schools, organizations, and community agencies.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*