

TITLE: Scholarship Technician

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general direction, supports the application and award process for the Doyle Scholarship Programs, Foundation, and business and other community scholarships. Processes non-institutional awards and disburses scholarship funds to eligible students in a timely manner. Advises students regarding possible sources of grants and scholarships. Serves as liaison to faculty and staff and interacts with the public regarding scholarship programs.

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, processes, and approves student scholarship eligibility and supporting documents according to federal and state rules, District policies and SRJC Foundation. Advises students on scholarships and financial aid inquiries and resources. Monitors student scholarship status in financial aid management systems.
2. Reconciles student financial records with the accounting department. Communicates with external scholarship offices.
3. Participates in the maintenance of the scholarship and financial aid web pages, including information and on-line application materials. Troubleshoots issues with application postings and updates.
4. Monitors students' academic progress to evaluate continued scholarship eligibility. Maintains communication with students regarding award eligibility and disbursement requirements.
5. Maintains student and scholarship information using scholarship and financial aid software.
6. Facilitates and schedules outreach and in-reach events and activities. Serves as contact liaison for high school counselors and Foundation staff.
7. Trains and directs the work of student and short-term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Scholarship assistance programs available for students.
2. Basic budgeting and fiscal management.
3. Basic web accessibility tools and document remediation.
4. Relevant local, state, and federal rules, regulations, programs, policies, and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Scholarship Technician

ABILITY TO:

1. Apply scholarship award eligibility criteria in a fair, consistent, and objective manner.
2. Prepare clear and concise reports.
3. Compile and analyze data.
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:

Associate degree required.

EXPERIENCE:

1+ year experience in social services, community outreach, or public relations required.

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.
- 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](#).