

Position: Scholarship Assistant	Position Number:
Department: Financial Aid	FSLA: Non-exempt
Reports to: Director, Financial Aid	Salary Grade: 111

### **Summary**

Provides clerical and technical support duties in support of the College's scholarship program. Publicizes the availability of scholarships, processes applications, develops and maintains effective relationships with scholarship donors and recipients.

### **Essential Duties and Responsibilities**

- Prepares and distributes information to schools and other locations within the College's geographic district where prospective students can be reached.
- Screens and processes scholarship applications, determining applicant eligibility based on specific criteria established by the scholarship or program. Assembles files for review by a Scholarship Committee. Prepares and sends written notification of scholarship awards and other related correspondence.
- Maintains active communications with donors, recipients, faculty, community organizations, and College personnel concerning scholarship opportunities and applications. Works in cooperation with other staff in maintaining positive relations with donors.
- Responds to inquiries regarding scholarship processes, availability, and timing.
- Provides the College's Public Information Office with news items relating to the scholarship program and assists with publicity relating to scholarships.
- Maintains records, files, and reports for the scholarship program including detailed ledgers, correspondence, and receipts and other related matters.
- Remains up-to-date on policies and regulations dealing with scholarship qualifications and regulations.
- Receives scholarship donations, noting and recording transactions. Enters information such as the amount of the periodic award and terms onto ledger sheets for scholarship accounts. Assists in encouraging and establishing new scholarships.
- Assists other departments, e.g., Community Development and Enrollment, with special projects as assigned.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires a working knowledge of college scholarship goals, sources, resources, rules, procedures, and award processes. Requires sufficient record keeping skills to record information onto financial ledgers and determine usage levels of scholarships. Requires knowledge in the operation of a variety of modern office machines and equipment including personal computers and printers, typewriter, and other equipment. Requires advanced skill in using modern office productivity software including word processing, spreadsheets, and presentation graphics. Requires sufficient human relations skill to employ professional telephone techniques and etiquette, patience and courtesy in dealing with others, and conveyance of program information. Requires writing skills to prepare correspondence and newsletters with correct English usage, grammar, spelling, punctuation and vocabulary. Requires sufficient math skills to compute sums, quotients, products, percentages, and ratios. Requires a working knowledge of applicable sections of State Education Code dealing with scholarships and enrollment.

- **Abilities**

Requires the ability to carry out all responsibilities of the position. Requires the ability to establish and maintain effective relationships with college staff, community members, and co-workers. Requires the ability to maintain positive long-term relationships with donors and recipients. Requires the ability skillfully express ideas orally and in writing. Requires the ability to maintain accurate records, prepare and compose correspondence and maintain complete files of information for reference. Requires the ability to follow written and oral instructions, make arithmetic calculations quickly and accurately, and maintain confidential information.

- **Physical Abilities**

Requires ambulatory ability to retrieve work materials and sit at a desk for extended periods of time. Requires hand-arm-eye coordination to operate a personal computer keyboard and other common office equipment. Requires the ability to keyboard at 40 words per minute. Requires auditory ability to answer telephones. Requires visual acuity to notice words and numbers.

- **Education and Experience**

The position requires a High School diploma, at least one year of college, and one year of experience supporting enrollment, scholarship, financial aid, or related area. Additional experience in scholarship or college-level community relations support may substitute for experience.

- **Licenses and Certificates**