

Position: Scholarship Program Coordinator	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 115

Summary

The Scholarship Program Coordinator organizes, coordinates, and provides specialized technical services and support to the scholarship program.

Essential Duties and Responsibilities

- Coordinates and provides administrative and technical support for the scholarship program.
- Works with applicants and students to facilitate applications, convey status and awards, and access to services and support.
- Prepares marketing, promotion, and recruitment materials and schedules for the scholarship program. Provides information to prospective and current students and distributes applications and forms.
- Conducts scholarship workshops on campus, at high schools, and in community environments to encourage applications and engage students in the enrollment process.
- Reviews and assembles for committee review applications for scholarships, notifies recipients of award, and monitors ongoing status and academic progress. Monitors release of funds for compliance with established guidelines.
- Works with faculty, administration, staff, students, community organizations and government agencies concerning the scholarship program.
- Maintains up-to-date accurate records, files, and databases containing scholarship and student information.
- Perform other duties as assigned to support the overall objective of the position.

Qualifications**Knowledge and Skills**

- Knowledge of:
- Basic principles of scholarship program administration and application processing
 - Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
 - Basic goals and functions of an educational institution
 - Program coordination principles and practices, including program planning, development, implementation and evaluation
 - Basic budgetary principles and practices
 - Computer applications related to the work
 - Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment
 - Correct English usage, including spelling, grammar and punctuation
 - Sufficient human relations skills to convey technical and procedural information to others, make presentations to small groups, and exercise patience when working with a diverse student population.

Abilities

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations
- Plan, organize and provide programmatic support in the assigned areas
- Represent the College with community groups, organizations and government agencies providing services to scholarship recipients
- Prepare reports, correspondence and other written materials
- Organize work, setting priorities and meeting critical deadlines
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Establish and maintain productive working relationships with those contacted in the course of the work
- Maintain privacy of information
- Keyboard with speed and accuracy

Physical Abilities

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

An Associate's Degree and four years of program coordinating experience, including some responsible experience providing student services. Additional higher education may substitute for some experience.

Licenses and Certificates

Requires a valid driver's license.