

SCHOLARSHIP COORDINATOR

CLASS SUMMARY

Under general direction plans, implements and coordinates a district-wide scholarship program; directs the daily operation of the scholarship office; participates in the development and oversees the implementation of policies and procedures related to scholarship activities; serves as a resource and liaison with district staff, local high schools, donors and foundation representatives; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Responsible for coordinating, facilitating and monitoring scholarship activities; and assisting in event planning for scholarships and foundation related activities that support the scholarship program. Participates in the development and oversees implementation of goals and objectives related to scholarship activities; represents the program at college and community functions; keeps abreast of governmental regulations and Foundation policies regarding donations and Foundation functions; develops and implements program publicity including flyers, brochures and press releases; develops and implements advertising strategies and marketing plans for traditional and non-traditional awarding that generates funding while developing viable applicant pools; conduct presentations to the community to generate funding; offer student workshops to generate qualified applicant pools; works closely with the foundation office, partnership foundations and high schools; develops and maintains relationships with donors; determine donor's requested student profile and facilitate selection of candidates and assist students in preparing for interviews; advises donors on scholarship criteria, available funding process such as yearly pledge, payroll deductions, one-time donation and perpetual awards; establish policies and procedures to analyze and develop methods to implement strategies that meet compliance mandates; determines applicant eligibility for scholarship competitions and conducts interviews with students regarding confidential information; coordinates, facilitates and monitors student scholarship competitions and ceremonies; develops and coordinates a tracking system, monitoring of scholarship activities; trains and assigns work to staff and student assistants; coordinates with other departments in selecting, awarding, disbursing and reporting of student scholarships; prepares specialized reports for MIS, Financial Aid, donors, partnership foundations; develops, compiles and analyzes research related to outcomes of RSC scholarships. Must understand or have the ability to work with specialized donor scholarship program software and manage all components of the software database.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator.

SCHOLARSHIP COORDINATOR (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or education equivalent to a bachelor's degree, and experience working with scholarships or foundations, public relations, communications, resource development, business.

Knowledge and Abilities

Good Knowledge of: Development and fundraising as it relates to scholarships, scholarship processes, donor relations and student services programs. Marketing and public relations; concepts and practices of community relations; excellent written and oral communication; office practices; statistical record keeping.

Ability to: Communicate effectively; be sensitive to students with special needs; understand and explain college policies, regulations and curriculum; work effectively with people; resolve complex problems; interpret income tax reports; organize, plan and schedule work to meet deadlines; work a flexible schedule, exercise decision-making skills; conduct meetings and workshops; work independently without close supervision.

Skills: Evidence of effective interpersonal relation skills that demonstrate the capability to work with the many constituencies involved in the community, foundations and high schools.