

DESERT COMMUNITY COLLEGE DISTRICT

SCHOLARSHIP SPECIALIST

BASIC FUNCTION

Under the direction of Financial Aid Director, plans, implements, and markets a district wide scholarship program; coordinates the daily operation of the scholarship program and scholarship application management system. Assists the Financial Aid Department as assigned.

REPRESENTATIVE DUTIES

Essential Functions:

1. Provide a high level of collaboration and service in the performance of assigned duties to both external and internal stakeholders.
2. Develop, manage, and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability. Serve as the scholarship management system administrator and collaborate with IT and other entities to maintain the scholarship upload process.
3. Determine eligibility, process, disburse, and complete agency verifications for foundation and non-foundation scholarships.
4. Develop and maintain queries to obtain data on the scholarship program which includes awards and disbursements of institutional Foundation scholarships and pass-through scholarships each month, semester, annually and any other scholarship-related data as requested by management.
5. Create and update the district website as it relates to scholarship information under the Financial Aid Office to reflect scholarships available for students, including past and present opportunities available to students. Vet outside scholarships to be posted online. Ensure website includes information on how to apply, the process, the expectations, internal and outside scholarships and other requested information by the District.
6. Inspect scholarship documents, forms, and records for accuracy and completeness; process a variety of forms and documents according to established procedures; ensure conformance to established guidelines and standards.
7. Maintain and update webpages; add and/or remove links. Edit content on webpage when changes occur as necessary. Develop print, digital, and electronic promotional and informational media and materials. Ensure accessibility of webpages, media, and materials.
8. Works with student workers assigned to the Financial Aid Office to promote institutional Foundation and pass-through scholarships opportunities available.
9. Coordinate and conduct outreach efforts both on and off site to promote the COD scholarship program in order to increase the number of opportunities and scholarship applications. Collaborate with the COD Foundation, Director of Financial Aid, and/or Dean to develop marketing strategies and literature to promote awareness of scholarship opportunities for students.
10. Provide general support via email, in-person, telephone and online to students about Financial Aid Office programs and services which includes all scholarship offerings.
 11. Develops plans to increase scholarship opportunities for specific student populations and creates comprehensive and ongoing communication plans to target, recruit and increase participation of scholarships, grants, stipends, and other offerings available at the District.
 12. Proficient in various student information systems, technologies and business intelligences that support and advance the goals and operations under the auspices of the Scholarship Specialist.
 13. Documents federal, state, and local processes and policies with awarding and creates templates for all types of communication that can facilitate an understanding and improvement of the scholarship awarding,

processes, and disbursements.

15. Assist with awarding grants, stipends and other funding that comes from the Financial Aid Office.
16. Serve as lead of training faculty, staff and leadership on the usage of scholarship platforms. Provides instructions including but not limited to videos, manuals, and tutorials on the usage of the scholarship platform for students, faculty, leadership, and staff.
17. Works and collaborates with the Foundation to plan, execute, and manage all events that are aligned with the District mission and goals. Selects and coordinates student speakers for various COD Foundation and COD Foundation donor events.
18. Collaborates with the COD Foundation, IT, Fiscal Services, local high schools, community organizations, Student Services and academic departments to provide scholarship opportunities to new and current COD students.
19. Facilitate the scholarship review process and the awarding of scholarships.
20. Perform internal audits and maintain scholarship records to ensure the integrity and accuracy of the scholarship program, MIS data, and reporting to outside donor organizations.
21. Calculates financial aid needs analysis and determines applicant eligibility as it pertains to scholarships through automated and manual packaging procedures.
22. Determines applicant eligibility for scholarships through verifying major, Satisfactory Academic Progress, enrollment, donor, and other requirements.
23. Accountable for processing, packaging and awarding internal and external scholarships.
24. Manages and oversees the scholarship communication management database in order to provide timely and accurate communication via letter and email correspondence to students, staff, and faculty.

Other Functions:

25. Coordinate student workshops to generate qualified applicant pools.
26. Maintain a listing of non-foundation scholarships for students to access
27. Work independently to coordinate, facilitate and monitor scholarship activities and assist with event planning and foundation related activities that support the scholarship program at COD.
28. Meet with students individually or in a workshop setting to ensure the completion of handwritten COD Foundation donor thank you cards.
29. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office practices, procedures and equipment; state, federal and College regulations and procedures regarding scholarships and financial aid; financial aid and scholarship management systems; Scholarship processes; Marketing and public relation concepts; excellent written and oral communication skills; interpersonal skills using tact, patience and courtesy; principles of training and providing work direction; record keeping techniques; operation of a computer, data entry techniques and applicable software including Microsoft Office and database management; an understanding and sensitivity to the diverse backgrounds of community college students.

Ability to: Perform technical work as it relates to scholarships and financial aid in support of the Financial Aid Office and COD Foundation Office; meet with students and provide information regarding scholarships and financial aid; resolve complex problems; prioritizing, implementing, and managing multiple projects and due dates; gather data and generate reports; must work at extensive levels of accuracy for successful yearly closing and audits; conduct meetings and workshops; work independently without close supervision; work a flexible

schedule that may include occasional nights and weekends; understand and follow financial aid and scholarship regulations; communicate policies, guidelines, regulations and laws to staff, students and the public; meet processing deadlines; establish and maintain cooperative and effective working relationships with co-workers and students of diverse backgrounds; work confidentially with discretion, train and provide work direction to others, work independently with little direction; lift 25 pounds; bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: An Associate's degree supplemented by at least three (3) years in a financial aid function, including one (1) year involving scholarship program management.

WORKING CONDITIONS

Environment: Fast paced office environment. Frequent interruptions. Requires some evening and weekend responsibility. Driving a vehicle to conduct work at various District sites and other locations as necessary.

EMPLOYMENT STATUS

Classified Bargaining Unit

Classified Salary Schedule

Range 16

Approved: March 18, 2016, October 21, 2021

Revised: September 2021