

PALOMAR COMMUNITY COLLEGE DISTRICT

FOUNDATION SCHOLARSHIP ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate the activities of the Foundation scholarship program along with the Financial Aid and Scholarship Office. Manage and administer all scholarship funds and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Development and Governmental Relations/Executive Director for the Foundation.

May exercise functional and/or technical supervision over student or volunteer staff.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

1. Coordinate, review and assess scholarship program.
2. Compose scholarship information for annual Scholarship Program Booklet.
3. Initiate and maintain strong donor relations; assist donor with establishing scholarship criteria, provide annual account reconciliations, request funding and inform them of scholarship winners.
4. Compose and mail receipts and thank you letters for each scholarship donation.
5. Keep abreast of emerging and developing scholarship opportunities.
6. Organize the annual Palomar College Honors Night; including creating a detailed program, sending invitations to all donors, award recipients and their families and college staff.
7. Creating a detailed script for the Executive Director of Foundation.
8. Coordinate all details of the event, including catering, set up, location and entertainment.
9. Process award certificates. Counsel students and/or families regarding available scholarship programs, eligibility requirements and application procedures.

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10. Receive, record and process all scholarship funds; coordinate the awarding of scholarship monies, and approve disbursements of funds, in accordance with established Foundation guidelines and criteria.
11. Track and monitor individual student scholarship accounts (currently at 785), including processing receipts, verifying student scholarship eligibility, notifying recipients of awards, paying fees, creating bookstore accounts and parking deferments.
12. Maintain scholarship activity database.
13. Develop and maintain scholarship manuals, forms and procedures; calculate and prepare scholarship statistics for reporting purposes; prepare scholarship reports for Foundation Board of Directors.
14. Represent the Foundation at various meetings and events for external programs or organizations.
15. Serve as a liaison with local high schools, organizations and colleges.
16. Post earned interest and determine dollar amount of scholarship funds available to award each semester.
17. Respond to scholarship inquiries from students, staff and donors; research and resolve problems related to transactions; serve as a liaison with other constituencies in the resolution of day-to-day administrative and operational issues.
18. Maintain Foundation's donor software program; and assist Foundation Accountant by entering scholarship receipts and disbursements into Foundation's computerized accounting system.
19. Provide support service to the Advancement Office and Foundation Coordinator in all Foundation fundraising events, such as supervising volunteers, overseeing silent auctions and assisting at event check-outs.
20. Assemble, match, distribute, sort, tabulate, check and file various scholarship financial data as needed.

Marginal Functions:

1. Perform all other related work as required or requested by the Executive Director of the Foundation or the Foundation Board of Directors
2. Perform related duties and responsibilities as required or requested.

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QUALIFICATIONS

Knowledge of:

- Service and administration of scholarship program
- Knowledge of procedures and documentation requirements for the disbursement of scholarship funds
- Principles and procedures of financial record-keeping and reporting
- Knowledge of the policies and eligibility requirements of a range of agency and private scholarship programs
- Modern office procedures, methods and equipment including computers
- Applicable computer software applications, including Microsoft Office and PeopleSoft
- Principles of business letter writing and report preparation
- Interpersonal skills using tact, patience and courtesy
- Public relations techniques
- English usage, spelling, punctuation and grammar
- Pertinent federal, state and local codes, laws and regulations

Ability to:

- Coordinate and administer scholarship programs with minimal supervision
- Perform a variety of scholarship management functions
- Administer scholarship funds to qualified applicants
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community (including but not limited to scholarship donors)
- Plan major scholarship events
- Disburse scholarship information to students, donors and appropriate third parties
- Maintain accurate account records and files
- Prepare accurate and complete reports by gathering and organizing data from a variety of sources
- Independently prepare correspondence and memoranda
- Communicate effectively, both orally and in writing
- Meet strict scholarship schedules, timelines and criteria restrictions
- Operate office equipment including computers and supporting word processing and scholarship databases
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work independently in the absence of supervision

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Experience:

Two years of increasingly responsible scholarship program experience.

Education/Training:

Coursework in business administration or related field.

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WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual activity for creating computer-generated work to read printed materials.