

SCHOLARSHIP SPECIALIST

DEFINITION

Under general supervision, performs complex and technical work in support of District scholarship programs; researches, gathers, processes and maintains scholarship-related information; processes program-related financial records and documents; reviews student scholarship applications and matches with established scholarship criteria; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent position, specialized complex class within the Yosemite Community College District (YCCD). The incumbent performs complex technical duties in support of a scholarship program, utilizing technical knowledge of a specialized subject area to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class works with minimal supervision of a senior manager, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly supervise other full-time employees, but may lead, assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Plans, develops and implements a wide range of technical, relational and budgetary work in support of District scholarship programs and specially funded student services programs; assists with program administration, accounting, donor relations and outreach and other areas.
- Serves as a technical resource and liaison regarding scholarship opportunities and application processes; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public.
- Conducts complex donor relations with those individuals and organizations offering the gifts in support of the scholarship program. Keeps donors informed of the scholarship selection and distribution process.
- Reviews, verifies and processes student scholarship applications, transcripts and other documents for compliance with established scholarship/donor criteria; may assist students regarding how to complete forms; compiles application information and prepares for review and scoring by the Scholarship Committee.
- Manages and coordinates scholarship committee functions, matches students to the scholarships for which they qualify based on the score received; prepares scholarship award documents as authorized.

- Prepares, processes and coordinates scholarship-related correspondence set to students, donors, staff/faculty and the community.
- Plans, organizes and implements special scholarship outreach activities, programs and events; advises groups regarding scholarship opportunities and requirements; organizes and coordinates scholarship presentation events; prepares brochures, flyers and other scholarship publicity materials; may update web page information.
- Initiates, processes and tracks student award payments, check orders, account payments, deposits, refunds and purchase orders; tracks and monitors scholarship fund accounts held by the college; reviews financial statements.
- Maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems; maintains the MJC Scholarship Software program; establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Performs technical research on internal and external data, methods, mechanisms and processes; develops and runs computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Independently responds to various inquiries and correspondence; prepares information and data requested for administrative review.
- Attends meetings; performs general office technical work as assigned; may participate on committees and/or task forces.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Technical administrative processes pertaining to a student scholarship program.
- Modern office practices and procedures.
- Basic marketing tools and publication concepts.
- English usage, spelling, grammar, punctuation and arithmetical processes.
- College instructional goals and objectives.
- Computerized data management, storage and retrieval systems.

Ability to:

- Effectively and efficiently implement scholarship activities involving public and community relations functions and activities.
- Understand and apply student scholarship requirements, and assist students in applying for scholarship benefits.

- Perform arithmetic calculations with speed and accuracy.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college or university, with major course work in accounting, business administration or a closely related field.
- Experience: Two years of financial clerical and/or office administrative experience that provided familiarity with student financial aid programs and included substantial involvement with computer-assisted data management systems.

Special Requirements:

- None

Class Adopted: 03/01/09
Class Amended: [7/1/2022](#)