

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 109

CLASS TITLE: COORDINATOR, STUDENT VETERANS SERVICES & SCHOLARSHIPS

BASIC FUNCTION: Reporting to the Director of Financial Aid, the Student Veterans Services & Scholarships Coordinator is responsible for planning, organizing, and coordinating the development and implementation, of all programs and services of the Student Veterans Services and Scholarship Program Office.

The Student Veterans Services & Scholarships Coordinator provides lead direction to the Veterans Services Specialists, and clerical and hourly support staff of the Veterans Services and the Scholarship Program Office.

The Student Veterans Services & Scholarships Coordinator is responsible for assuring the proper procedures are followed for veteran benefit eligible students; guiding the benefit coordination process; correcting benefit overpayment to student veterans; resolving disputes; overseeing budget expenditures, and coordinating fee payments for Veterans with the appropriate on-campus departments.

The Student Veterans Services & Scholarships Coordinator will have a working knowledge of needed Veteran services and will organize services and resources to better serve Mt. SAC student veterans. Understanding the objectives of Student Services, the Student Veterans Services & Scholarships Coordinator makes appropriate referrals and recommendations to incoming and current student veterans. Under the direction of the Director, Financial Aid, provides lead direction in the daily operations of the Veterans Service Center and administrative functions in the office. Provides guidance and support to the campus-wide Veterans Task Force and is responsible for gathering and analyzing information regarding the changing climate, needs assessment and resources regarding the Mt. SAC veteran population. Aids in the transition from military structure to college life. Also serves as a campus point of contact for all veteran students and veteran related issues.

The Student Veterans Services & Scholarships Coordinator is also responsible for coordinating, facilitating and monitoring of scholarship activities; participates in the development and implementation of goals and objectives related to scholarship activities; represents the program at college and community functions; keeps abreast of governmental regulations and Mt. SAC Foundation policies regarding donations and Foundation functions; coordinates with Marketing in the development and implementation of publicity efforts including flyers, brochures and press releases; provides input in the development and implementation of advertising strategies that generate new scholarship resources and maintains existing awards; gives informational presentations and workshops; works closely with Mt. SAC Foundation, partnership foundations and community scholarship stakeholders; maintains relationships with donors; advises donors on scholarship criteria to obtain desired applicant pool; facilitates donor selection of scholarship recipients; monitors designated scholarship accounts; determines applicant eligibility for scholarship competitions and conducts interviews with students regarding confidential information; coordinates, facilitates and monitors student scholarship competitions and

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ceremonies; develops and coordinates a tracking system, monitoring of scholarship activities. Under the direction of the Director, Financial Aid, the Student Veterans Services & Scholarships Coordinator trains and provides guidance to staff and student assistants; coordinates with other departments in selecting, awarding, disbursing and reporting of student scholarships; prepares specialized reports for Financial Aid, donors, partnership foundations; develops, compiles and analyzes research related to outcomes of Mt. SAC scholarships.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Performs Veteran interviews in absence of Veterans Specialists; interviews students to determine eligibility and need for benefit assistance; counsels on eligibility.
2. Researches, counsels, documents, monitors, resolves and/or recommends action on student problems or issues related to Veterans' benefits and scholarship programs.
3. Researches, analyzes, composes and compiles various surveys and reports.
4. Maintains online information related to Veterans services and scholarships current.
5. Develops and coordinates the dissemination of information about Veterans services and scholarship programs to current and prospective students.
6. Attends appropriate workshops, seminars and conferences regarding changes in Federal and State regulations.
7. Provides lead direction to staff and provides Director with input for evaluation of staff.
8. Coordinates the scholarship program awards and disbursement process with the Foundation and Fiscal Services.
9. Develops and maintains policies and procedures as they relate to the scholarship program and Veterans services.
10. Plans and coordinates scholarship program and Veterans events.

OTHER DUTIES:

1. Performs related duties as required.

KNOWLEDGE AND ABILITIES:

Knowledge:

- Knowledge of applicable District policies and procedures
- Knowledge of applicable Federal and State regulations and policies
- Interviewing techniques
- Interpersonal skills using tact, patience, and courtesy
- Computer literacy; various software applications

Skills and Abilities:

- Strong analytical skills
- Strong problem solving skills
- Excellent interpersonal skills

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- Excellent written and oral communication
- Excellent presentation skills
- Ability to interact effectively with various student populations on and off campus
- Proficiency in Microsoft Word, Excel, PowerPoint, Access and publication software (i.e. Publisher, Photoshop, Illustrator, etc.)

EDUCATION AND EXPERIENCE:

B.A. degree in Education or related field AND minimum of 3 years directly related experience with veteran's benefits and/or coordination of scholarship programs; community college experience preferred.

PREFERRED QUALIFICATIONS:

Masters degree in Education with an emphasis in postsecondary administration and/or student services; experience presenting to small and large groups of diverse audiences.

LICENSES AND OTHER REQUIREMENTS:

WORKING CONDITIONS:

Duties may require the physical ability to:

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Manual dexterity sufficient for keyboard and other office equipment operation.

ENVIRONMENT:

Office environment.

POSSIBLE HAZARDS:

Extended viewing of computer monitor.