

**MT. SAN ANTONIO COLLEGE
JOB DESCRIPTION**

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|---------------|--------------------------------|----------------|------|
| Job Title: | Scholarship Program Specialist | Range: | A-66 |
| Date Revised: | | Date Approved: | |

PRIMARY PURPOSE

This position is responsible for organizing and coordinating the activities and services of the College's scholarship program to assist students and facilitate their educational goals.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

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| 1. | Plans and coordinates program activities; assists with the development and implementation of appropriate policies and procedures for scholarship program and short-term loans; communicates with staff and outside agencies to develop, establish, coordinate and award scholarships. |
| 2. | Researches and develops sources of available scholarships and evaluates requirements; analyzes and determines scholarship needs and trends; seeks potential on-campus and off-campus scholarship sponsors; coordinates scholarship awards with the community and college. |
| 3. | Publicizes and promotes awareness of available scholarship programs; develops and disseminates various promotional materials and information as needed; writes press releases promoting the scholarship program for campus and local newspapers and website. |
| 4. | Interviews and assists students with application process to obtain scholarship awards; reviews student applications and academic transcripts for compliance with donor criteria; develops and schedules annual program calendar; coordinates the scholarship selection committee, which reviews, evaluates and selects recipients for the college scholarship program. |
| 5. | Conducts program orientation for staff, students and community as requested; attends community and campus award programs; presents scholarship awards as directed. |
| 6. | Creates and maintains scholarship and short-term loan recipient files; inputs data into computer database; gathers, compiles and analyzes pertinent data and statistics; prepares and maintains a variety of narrative and statistical records and reports related to program activities as requested. |
| 7. | Prepares and maintains program ledgers; monitors and reconciles expenditures and account balances; maintains a variety of documents related to the program. |
| 8. | Maintains current knowledge of legal requirements, procedures and policies used in providing scholarships to students; implements policies and procedures in compliance with applicable regulations. |
| 9. | Trains and provides work direction and guidance to others as directed. |
| 10. | Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner. |
| 11. | Performs related duties as assigned. |