



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, SCHOLARSHIP & OUTREACH	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

**JOB DESCRIPTION:**

Under direction, coordinate scholarship outreach presentations for the District; give informational presentations to SRJC students, area high schools, middle schools, parents and community; advise students in their scholarship search and application process; and perform related work as required.

**SCOPE:**

The Coordinator, Scholarship & Outreach advertises and coordinates the high school application process of the Doyle Scholarship. Assists with the advertising, application and selection processes of Santa Rosa Junior College Foundation Scholarship program and various business and community scholarship awards.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Contacts area high schools and middle schools to schedule and give presentations and workshops on the Doyle Scholarship and Santa Rosa Junior College Foundation Continuing/Transferring Scholarship programs; advises and assists students and parents on the availability of various scholarship programs. Schedules annual Doyle Award ceremonies at area high schools.
2. Advises students in the Scholarship Resource Center, guiding them through the scholarship search and application process including computer scholarship searches and applications; may include reception duties during peak seasons.
3. Verifies students meet the criteria for scholarship programs; maintains current knowledge of local, state and national scholarships.
4. Creates brochures and other advertising materials for the Doyle Scholarship programs, the Santa Rosa Junior College Foundation continuing/transferring scholarships, and business and community scholarship programs.
5. Promotes availability of scholarship programs through advertisements and articles in appropriate publications.
6. Assists with planning and organizing of annual Circle of Honor event to recognize scholarship sponsors, recipients, SRJC Board of Trustees, and faculty.
7. May supervise and train student and short-term, non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Plan and present informational programs and give presentations to individuals, small and large groups; produce public informational materials; analyze financial and educational needs of students and make referrals to resources; work independently with minimum supervision; write accurate and comprehensive reports; monitor, track and compile statistical information; communicate effectively in English; follow and give oral and written directions; train and direct the work of others; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Scholarship and financial assistance programs available for students; economic and labor market conditions and trends; community resources and services; operation of personal computer software programs including word processing, spreadsheet and desk top publishing tools.

Preferred additional knowledge: Federal and State regulations and SRJC policies governing student privacy and access to educational records.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Associate's degree in a related field.

#### *Experience:*

Two years experience in social services, community outreach, or public relations, including office administration.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Position requires frequent travel to various area high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.