



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
SCHOLARSHIP TECHNICIAN	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION STUDY		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, coordinate the application and award process for Doyle Scholarship Programs; disburse scholarship funds to eligible students; advise students regarding possible sources for grants and scholarships; serve as liaison to counselors and interact with the public regarding scholarship program; may serve as a lead worker to other classified staff in the department; supervise student and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Scholarship Technician plans, organizes and coordinates the operation of the Doyle Scholarship Programs; determines applicants' academic eligibility and financial need; monitors award recipients' continued academic eligibility; and uses professional judgment to approve or deny student requests for award eligibility in the event of special conditions or student petitions for policy appeal.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Evaluates scholarship applications and supporting documents for accuracy, clarity and completeness according to State rules, District policy and SRJC Foundation regulations to determine basic eligibility for Doyle Scholarship Programs.
2. Verifies academic information reported on scholarship applications and additional documents; performs GPA and financial needs' analysis.
3. Calculates repayments or refunds for students or District in the event of award or payment error.
4. Monitors students' academic progress to evaluate continued scholarship eligibility.
5. Approves or denies student petitions for special conditions or policy appeals.
6. Processes scholarship applications; recommends award packages.
7. May make presentations to students and parents regarding scholarship aid availability and process.
8. Answers questions regarding scholarship awards, eligibility and processes.
9. Corrects student information on computer database using specialized financial software.
10. May develop and maintain the Scholarship web site, including information and on-line scholarship applications.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze the academic records and financial needs of students to determine their scholarship award eligibility; apply scholarship award eligibility criteria in a fair, consistent and objective way; compile and analyze data concerning projected student financial assistance; maintain cooperative working relationships; ascertain and evaluate the qualifications of scholarship applicants; learn and interpret complex rules and policies and apply with good judgment; communicate in English; monitor, track and compile statistical information; give and follow oral and written directions; make complex arithmetic calculations; train and direct the work of student assistants; work under strict deadlines; multitask with interruptions and transition from one task to another; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Scholarship assistance programs available for students; educational programs, policies and procedures; budgets and revenue control; modern office practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management; operation of personal computer software programs including word processing and spreadsheet tools; proper reception and telephone etiquette.

Preferred additional knowledge: Operation of personal computer software programs designed specifically for the financial aid process 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:

Graduation from high school and some related college coursework, Associate's degree preferred.

Experience:

Increasingly responsible financial services experience, such as in a scholarship, financial aid or accounting environment. Some public contact experience in a college, financial or public service area preferred.