

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Scholarship Programs	Management Team Supervisory	Range: 10.5	Days: 226

## **JOB DESCRIPTION:**

Under direction, administers comprehensive scholarship programs for Santa Rosa Junior College. Manages the operation of the Scholarship Office including budget management, staff supervision, new scholarship development, outreach activities, financial reporting and analysis, disbursement of scholarship funds, coordination with SRJC Foundation, faculty scholarship advisors, and collaboration with community organizations.

## **SCOPE:**

The Manager, Scholarships Programs supervises the activities at the District level in the proper administration of scholarship funds.

## **KEY DUTIES AND RESPONSIBILITIES:**

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

1. Manages all scholarship programs offered through Santa Rosa Junior College.
2. Manages operation of Scholarship Office including budget management, computer automation systems, staff selection and supervision, task assignment and evaluation.
3. Develops departmental procedures as they relate to scholarship administration, information dissemination, and the flow of work with other campus departments.
4. Monitors policy in the administration of scholarship programs, facilities, equipment, and staffing needs.
5. Prepares and analyzes detailed financial statements and forecasting reports.
6. Resolves complex student, faculty, and related problems or complaints in the administration of the SRJC Scholarship Programs.
7. Develops full-scale scholarship outreach campaigns for entire Sonoma County School District and serve as liaison to all District High Schools.
8. Analyzes enrollment trends; makes recommendations for scholarship program growth development.
9. Evaluates scholarship applications, selects qualified candidates, insures that scholarship monetary resources are sufficient to cover awards, and coordinates disbursement for recipients.
10. Works and coordinate with the SRJC Foundation and community organizations in the development of new scholarship funds.
11. Makes public presentations to students, parents, faculty, staff, and community groups.

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12. Maintains effective and cooperative working relationships with campus departments; collaborates with college departments in the recruitment and retention of students from under-represented groups.
13. Coordinate the SRJC Scholarship Programs with all necessary off campus donors.
14. Perform under pressure of deadlines and other demands.
15. Serves on campus-wide committees related to scholarship programs, and make contributions to professional associations.

### **KNOWLEDGE OF:**

1. This position requires knowledge of principles and practices of good management.
2. Financial reporting and analysis.
3. Computer automation systems.
4. Budget management
5. Marketing and public relations techniques.
6. Scholarship and financial aid administration and processing.
7. Student development theory and advising techniques.
8. Community College educational programs.

### **ABILITY TO:**

1. Demonstrated ability to manage a department operation including staff supervision and training.
2. Planning, policy and procedure development.
3. Make operation decisions, organize and prioritize work, and solve complex problems on a daily basis.
4. Demonstrated ability to research, write, analyze, and present detailed financial statements.
5. Demonstrated ability to work with students in a higher education setting.
6. Excellent verbal and written communication skills.
7. Develop, plan, and present informational seminars to the public.
8. Work with local school systems and community organizations in the recruitment of students and the development of scholarship funds.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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### **QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

*Education:*

Bachelor's Degree in Business Administration, or related field.

*Experience:*

Successful, full-time experience in an educational setting working with students. Prior supervisory experience required. Experience in managing an office and large scale financial management preferred. Direct experience with computer automation system, specifically financial aid and scholarship software, is preferred.

### **SUPERVISION RECEIVED:**

The Manager, Scholarship Programs reports to the Director, Student Financial Services.

### **SUPERVISION EXERCISED:**

The Manager, Scholarship Programs supervises assigned classified staff, STNC's and student employees.

Board Approved: July 16, 2008