

**TEMPORARY Scholarship Specialist  
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=234916>

Downloaded On: May. 17, 2024 3:30am

Posted Apr. 19, 2024, set to expire Jul. 22, 2024

**Job Title** TEMPORARY Scholarship Specialist  
**Department**  
**Institution** State Center Community College District  
Fresno, California

**Date Posted** Apr. 19, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5191816>

**Apply By Email**

**Job Description**

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**TEMPORARY Scholarship Specialist**

**Salary:** \$28.44 - \$34.98 Hourly

**Location:** Fresno City College, CA

**Job Type:** Temporary

**Division:** FCC Student Services

**Job Number:** 202400078-T

**Closing:**

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### **General Purpose**

Under general supervision, assists students, parents and the public in applying for scholarships; screens students and provides specialized financial aid, grant and scholarship information, assistance and advice to students; receives, reviews and evaluates scholarship applications and forms; determines scholarship awards package and monitors student eligibility; assists with department outreach and events; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Coordinates activities associated with the College's various scholarship programs; receives, scans and processes scholarship applications including GPA information, transcripts from other colleges and letters of recommendation; makes determinations on scholarship awards to students meeting established criteria; analyzes and processes scholarship applications using online software to determine if students meet state, federal and donor guidelines and criteria; notifies students of awards and coordinates the disbursement of scholarship awards in accordance with established criteria, procedures and guidelines.
- Explains and assists students with understanding and completing scholarship and financial aid applications; interviews students regarding scholarship requirements.
- Processes stipends from various departments throughout the year; tracks and monitors individual student scholarship accounts to ensure continued eligibility; takes appropriate follow-up action as necessary.
- Arranges the logistics for the Scholarship Award Ceremony and other major events; develops and maintains attendee lists and seating arrangements; prepares presentations; develops and produces invitations, programs and publications; contacts vendors for facilities and food orders, supplies and audio-visual equipment; handles other event logistics.
- Coordinates and participates in scholarship outreach activities, presentations and workshops; maintains or prepares informational materials including brochures, flyers and pamphlets; updates and maintains department website and social media accounts; works closely with the State Center Community College District Foundation to build and maintain strong relationships with donors.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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**OTHER DUTIES**

- Provides backup for other department administrative support staff.
- Interacts with other departments and with state and federal programs on behalf of a student.
- Performs related duties as assigned.

**Employment Standards / Minimum Qualifications**

**KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:*

- Financial aid department services, goals, objectives, policies, procedures and practices.
- Customer service practices and telephone etiquette.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- District scholarship and financial software applications.
- The Family Educational Rights and Privacy Act, Title IV and other state and federal laws and regulations and District rules, policies and procedures governing financial aid and applicable eligibility criteria.
- Principles and practices of sound business communication including English usage, spelling and punctuation.
- Standard business software including word processing, spreadsheets and database programs such as Access.

*Skills and Abilities to:*

- Communicate complex guidelines, policies and procedures accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Coordinate and implement scholarship outreach activities and special events.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Track and report statistical information utilizing complex spreadsheets and databases.

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- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Represent the District effectively one on one and in a variety of group settings.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

An associate degree in education, finance, accounting, business administration or another related field and one year of student services support work experience, preferably in a foundation or financial aid department; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands*

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and to stand for long periods; and to lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### *Mental Demands*

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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

### **Assessment Process**

**Only the most qualified applicants will be invited to interview for the assignment.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4474462/temporary-scholarship-specialist>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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