

## COLLEGE OF CENTRAL FLORIDA

### *JOB DESCRIPTION*

JOB TITLE: SCHOLARSHIP TECHNICIAN

PAY GRADE: C- 6

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Administer the college endowed, non-endowed, and institutional scholarships/grants to retain and support students seeking financial assistance to complete their educational goals. Coordinate scholarships administration with the CF Foundation, including STEPS scholarships. This work requires overseeing the overall awarding and disbursing of institutional scholarship/grant programs. Review scholarship applications and academic transcripts for compliance with donor criteria.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate degree or higher preferred, preferably in a field related to accounting and bookkeeping.
2. Years of experience in field: Four or more years of experience in the areas of bookkeeping, scholarship awarding and database principals and protocols.
3. Special skills or abilities related to position: Positive human relations' skills. Communicate effectively both verbal and in writing. Analyze and interpret data. Ability to work independently and with little supervision. Ability to interpret criteria set by scholarship donors. Ability to use a personal computer including various software packages to enter and retrieve data efficiently and effectively. Ability to establish and maintain effective working relationships with co-workers and students. Ability to track, comprehend and report. Ability to work nights and weekends as required.

#### ESSENTIAL JOB FUNCTIONS:

1. Communicate with The Foundation Office to assist with the efficient and expeditious disbursements of Endowed, Non-Endowed, Foundation, and Trust Scholarships including monitoring the status of student thank you letters.
2. Coordinate with Enrollment Management and CF Foundation to establish best practices for an effective process to transition STEPS to CF scholarship recipients.
3. Recommend procedures and processes for administering the college scholarship programs.
4. Monitor scholarship awards and scholarship accounts and budget.

ESSENTIAL JOB FUNCTIONS (continued):

5. Review scholarship applications and academic transcripts for compliance with donor criteria.
6. Respond to inquiries regarding scholarships.
7. Reconcile scholarship disbursements after each term and submit invoice to the CF Foundation for payment.
8. Keep current with the scholarship programs.
9. Promote and publicize information about the college's Scholarship Program
10. Serve as a permanent member of the scholarship committee.
11. Summit an annual report to the Director of Financial Aid.
12. Follow-up with departments' nominations for scholarships.
13. Recommend revisions to Scholarships/Talent Grants Policy.
14. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 5, Ocala Campus

SUPERVISOR OF POSITION: Assistant Director - Financial Aid