

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: SCHOLARSHIP TECHNICIAN

PAY GRADE: C- 4

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 scholarship 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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate's degree or higher preferred, preferably in a field related to accounting and bookkeeping.
2. Years of experience in field: Four or more years' 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 CF Foundation 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 the 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.
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. Submit 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.)

PHYSICAL DEMANDS:

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

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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 of Financial Aid