

# JOB DESCRIPTION



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**Position Title:** Scholarship Advisor

**Department:** Financial Aid

**Employment Category:** Administrative Support

**Primary Location:** Districtwide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote work eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS10

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**Position Summary:** The Scholarship Advisor is responsible for actively promoting scholarship and financial aid opportunities, educating and assisting students in identifying and applying for scholarships, sharing information with donors on a limited basis and assisting with other financial aid development, processing and recruitment activities.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Actively promotes scholarship availability and application to current and prospective students

Meets with students individually and in groups to provide hands-on assistance in applying for scholarships available through the college's foundation and elsewhere

Develops and maintains web-based scholarship application systems and processes; provides educational training for students on use of scholarship software

Collaborates with college and department staff on new student orientation and first year experience activities; conducts workshops on topics in support of student success for all students, including topics such as fiscal management, understanding financial aid, etc.

Coordinates the scholarship selection process, including identifying and training application reviewers, and leading the selection process

Reviews student attributes to identify those qualified for specific scholarships and works with staff to develop new scholarship opportunities to better serve students

Serves as a liaison between the college, the foundation, and donors involved in selection process

Coordinates communication with recipients and identifies recipients to participate in college and foundation publicity efforts

Processes financial aid paperwork, answers financial aid questions, holds workshops regarding financial aid and scholarships, and awards scholarships and financial aid while following established regulations and guidelines

Serves as a community liaison regarding financial aid scholarships and funding programs; maintains good working relationships with all college departments and community stakeholders.

Performs other related duties as assigned

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**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Two years related experience, preferably in an educational setting

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of or ability to learn student information database systems, specifically Ellucian Banner and scholarship software

Knowledge of or ability to learn state and federal financial aid regulations

Skill in public speaking and ability to develop and deliver presentations.

Skill in presenting ideas and concepts orally and in writing.

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through completion with attention to detail

Ability to learn and adapt to new software and other technologies

Ability work independently while contributing to the team environment

Ability to analyze problems, identify solutions, maintain confidentiality, and take appropriate actions to resolve problems using independent judgement and decision-making processes

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Frequent travel within the county, working evenings and weekends may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

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**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Director of Financial Aid

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.