

RANGE N05

**JTC NO. GAM
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Scholarship System Coordinator

DATE PREPARED: Fall 2015

DATE REVISED: Spring 2017

GENERAL SUMMARY:

Responsible for the administration and management of the Academic Works, scholarship management software system along with the management of new and existing scholarships in the Foundation. Coordinates and delivers training to all scholarship selection committees, including college, foundation, and external committees. Prepare reports about scholarships, donors, and recipients to use in Academic Works.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for the management of the Academic Works Scholarship Management System including making scholarship awards within the system, updating the system with new awards and extracting data for reporting purposes.

Updates student data in Raiser's Edge database.

Researches and prepares scholarship donor bios for posting in Academic Works.

Monitors scholarship postings and selections to ensure scholarships are awarded consistently.

Follow up with donors and departments and committee volunteers as necessary.

Responds to student inquiries regarding award criteria and payout.

Coordinates and delivers training sessions for selection committees and system users.

Works with Foundation Accounting and District Service Center on reconciling semester scholarship billings.

Assists Foundation Accounting with scholarship fund reporting to donors and departments annually.

Provides advice to donors contemplating the establishment of a scholarship.

Works with donors and departments to establish a scholarship.

Oversees and sets up the volunteer committees needed for the selection process in Academic Works system.

Provides stewardship for donors and departments (communicate system process, award status, answer questions, facilitate recipient thank-you letters, etc.)

Answers questions from students and staff regarding award process.

Scholarship System Coordinator
Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: continued

Advises students and staff regarding scholarship opportunities for students in need of support.
Performs related duties as assigned.

REPORTING RELATIONSHIP:

Reports to the Director of Advancement Services.

PHYSICAL EFFORT REQUIRED:

Infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead.

MINIMUM EDUCATION/SKILL REQUIREMENTS:

Bachelor's degree or higher and three years of progressively responsible related work experience or Associate's degree or two years of college and five years of progressively responsible related work experience or graduation from high school or equivalent plus seven years of progressively responsible related experience. Ability to handle high level administrative issues and plans. Ability to organize priorities and manage multiple projects. Advanced knowledge of computer technology to access data, maintain records, prepare reports and communicate with others. Competency and proficiency in Microsoft Office Suite (Word, Excel and Outlook), Academic Works, Raiser's Edge, Ellucian Colleague and use of the personal computer. Strong organizational and conceptual skills, with an eye to detail. Advanced oral and written communication skills to effectively communicate with varying levels of DCCCD staff and individuals from diverse backgrounds. Requires a valid driver's license and the ability to travel as required between a varieties of District locations. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***