Long Beach Community College District  

CLASS SPECIFICATION  
Scholarship Specialist  

FLSA Status: Nonexempt  
EEOC Job Category: Office and Clerical  
Union Representation: Represented

GENERAL PURPOSE  
Under general supervision, plans, coordinates, organizes and implements all scholarship-related activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS  
Scholarship Assistant is responsible for overseeing and coordinating all the District’s scholarship activities. The incumbent coordinates, oversees and facilitates the selection and awarding of students in the District’s scholarship program.

ESSENTIAL DUTIES AND 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.

1. Plans, organizes, conducts and coordinates scholarship-donor activities; represent the District at community and donor events; maintains ongoing interactions with current and potential scholarship donors and works with donors to establish scholarship criteria.

2. Collaborates with the scholarship committee to identify and award scholarships to eligible students; sets up scholarship interviews if requested by the scholarship donor and make scholarship applications available for donors to review.

3. Administers, monitors and distributes all scholarship awards; monitors students’ academic progress to evaluate continued scholarship eligibility; answers questions regarding scholarship awards, eligibility and processes work with Higher One to ensure students receive payment when promised.

4. Coordinates, plans, arranges and organizes scholarship events including, but not limited to, the annual scholarship reception; the President’s Valentine Tea and donor luncheons.

5. Promote and administer the Long Beach College Promise Scholarship; coordinates vouchers with the District’s cashier office and work closely with Long Beach Unified School District to coordinate graduation list and other required information for a successful implementation.

6. Maintains confidential donor records; input donations into database; keep organized files and records of all scholarships.

OTHER DUTIES  
1. May serve on other District committees as assigned

2. May attend donor events, as assigned.
QUALIFICATIONS

Knowledge of:
1. Methods and practices of public communication, outreach and involvement, including marketing and fundraising techniques.
2. Special event planning practices, methods and techniques.
3. Pertinent Federal, State and local codes, laws, regulations, policies and procedures related to the distribution and monitoring of scholarships.
4. Principles and practices of budgeting.
5. Principles and practices of sound business communication.
6. Standard business software, including word processing and spreadsheet programs.
7. Interpersonal skills using tact, patience, and courtesy.
8. Correct English usage, spelling and vocabulary.
9. Basic computer software used for word processing, spreadsheets, databases and presentations.

Ability to:
1. Plan, organize and conduct scholarship meetings with donors and scholarship committee members.
2. Disperse scholarship information according to established procedures.
3. Administer scholarship funds to qualified applicants.
4. Maintain and monitor scholarship program budgets.
5. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
6. Work a flexible schedule, including some evenings and weekends.
7. Organize and maintain a variety of records and files.
8. Communicate clearly and effectively, both orally and in writing.
9. Follow and apply written and oral instructions.
10. Operate office equipment including computers and supporting word processing, spreadsheet, database and presentation applications.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited two-year college with an Associate’s degree in communications, public relations, or marketing; or a closely related field, and two years of progressively responsible scholarship program experience in an educational setting; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee 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 job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

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

Mental Demands
While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with District management, faculty, administrators, staff, vendors, external agencies, students, program participants, the public and others encountered in the course of work, some of whom may be angry and upset.

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

Employees work under typical office conditions, and the noise level is usually quiet.