RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Scholarship Coordinator

JOB TYPE Full-Time, 40 hours/week; 12 months/year
DIVISION: President's Office/SAC
DEPARTMENT: College Advancement
OPENING DATE: 06/03/2022
CLOSING DATE: 07/11/2022, 05:00 PM
START DATE: As soon as possible after the offer of employment
SITE: Santa Ana College
2021/2022 CSEA SALARY RANGE: Grade 14: $62,411.96 - $79,740.08/year

BENEFITS
The District shall contribute up to $29,759.88 per fiscal year toward employee and dependent(s) medical/dental coverage; contribute $1,500 per fiscal year toward dependent(s) or employee medical/dental coverage or other approved deductions consistent with IRS regulations; provide life insurance of a minimum of $50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the CSEA contract. Payroll deductions include the California Public Employees' Retirement System and Social Security.

CLASS SUMMARY
Under general direction plans, implements and coordinates a district-wide scholarship program; directs the daily operation of the scholarship office; participates in the development and oversees the implementation of policies and procedures related to scholarship activities; serves as a resource and liaison with district staff, local high schools, donors and foundation representatives; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES
Responsible for coordinating, facilitating and monitoring scholarship activities; and assisting in event planning for scholarships and foundation related activities that support the scholarship program. Participates in the development and oversees implementation of goals and objectives related to scholarship activities; represents the program at college and community functions; keeps abreast of governmental regulations and Foundation policies regarding donations and Foundation functions; develops and implements program publicity including flyers, brochures and press releases; develops and implements advertising strategies and marketing plans for tradition and non-traditional awarding that generates funding while developing viable applicant pools; conduct presentations to the community to generate funding; offer student workshops to generate qualified applicant pools; works closely with the foundation office, partnership foundations and high schools; develops and maintains relationships with donors; determine donor's requested student profile and facilitate selection of candidates and assist students in preparing for interviews; advises donors on scholarship criteria, available funding process such as yearly pledge, payroll deductions, one-time donation and perpetual awards; establish policies and procedures to analyze and develop methods to implement strategies that meet compliance mandates; determines applicant eligibility for scholarship competitions and conducts interviews with students regarding confidential information; coordinates, facilitates and monitors student scholarship competitions and ceremonies; develops and coordinates a tracking system, monitoring of scholarship activities; trains and assigns work to staff and student assistants; coordinates with other departments in selecting, awarding, disbursing and reporting of student scholarships; prepares specialized reports for MIS, Financial Aid, donors, partnership foundations; develops, compiles and analyzes research related to outcomes of RSC scholarships. Must understand or have the ability to work with specialized donor scholarship program software and manage all components of the software database.
ORGANIZATIONAL RELATIONSHIPS
This class reports to the designated manager/administrator.

KNOWLEDGE AND ABILITIES
Thorough knowledge of: Development and fundraising as it relates to scholarships, scholarship processes, donor relations and student services programs. Marketing and public relations; concepts and practices of community relations; excellent written and oral communication; office practices; statistical record keeping.

Ability to: Communicate effectively; be sensitive to students with special needs; understand and explain college policies, regulations and curriculum; work effectively with people; resolve complex problems; interpret income tax reports; organize, plan and schedule work to meet deadlines; work a flexible schedule, exercise decision-making skills; conduct meetings and workshops; work independently without close supervision.

Skills: Evidence of effective interpersonal relation skills that demonstrate the capability to work with the many constituencies involved in the community, foundations and high schools.

MINIMUM QUALIFICATIONS
Training and Experience:
Any combination of training and/or education equivalent to a bachelor's degree, and experience working with scholarships or foundations, public relations, communications, resource development, business.

EEO STATEMENT
The Rancho Santiago Community College District (RSCCD) is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

SELECTION CRITERIA
Application Screening
In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:
• Education experience (breadth and depth)
• Work experience (breadth and depth)
• Demonstrated ability to work cooperatively with others
• Bilingual ability (if needed)
• Demonstrated experience in working with diverse socio-economic communities
• Professional growth activities
• Specialized skills training
• Leadership skills
• Written and/or oral communication skills
• Presentation
• Problem Solving Skills

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the minimum requirements of the position does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed most competitive amongst the applicant pool to proceed.
Interview
Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:
- Oral communication skills
- Presentation
- Problem solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicant should contact Recruitment in the Human Resources Office for assistance.

Application Procedures
All applicants are required to submit a completed Rancho Santiago Community College District online application. To apply visit http://www.rsccd.edu/employment and complete the application by the position’s closing date. Human Resources will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:
1) RSCCD Online Application
2) Resume – details all relevant education, training, and other work experience

This applicant pool may be used for vacancies in the same classification occurring within the next six months.

Foreign Transcripts: Education completed outside of the United States must be deemed equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. Foreign transcripts must be translated and evaluated by the National Association of Credential Evaluation Services (NACES), a United States based credentials evaluation service.

Conditions of Employment
Selected candidate(s) is required to complete the following prior to employment as part of the onboarding process:
1) Present original documents for proof of eligibility to work in the United States (by in-person appointment in Human Resources)
2) Provide a certificate of Tuberculosis Exam
3) Fingerprints (by a Live Scan Agency at the candidate's expense and clearance must be received prior to first day of employment)
4) Provide a valid COVID-19 Vaccination Card