State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, Foundation Scholarships
Reports to: Executive Director, Foundation for SFC, M-S
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
Under general direction, coordinate the overall administration of the Foundation’s growing Scholarship Program including: the marketing outreach to prospective donors and students; the compliance, awarding, processing and accounting of scholarships; communication with the various selection committees, and all related internal and external reporting.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Manages the Foundation’s Scholarship web page to ensure that all scholarship information is accurate and current.

2. Maintain the scholarship database.

3. Plan and develop the marketing program to promote the Foundation’s Scholarship Program to prospective benefactors, area high school career and guidance counselors, and students through print and electronic media, and personal presentations to civic organizations, individual prospects, faculty and students.

4. Coordinate scholarship awarding with various scholarship committees, and in cases where no committee exists, serve as the committee for selection and awarding of scholarships.

5. Ensure compliance of all awards per scholarship criteria.

6. Monitor ongoing status of scholarship recipients and ensure enrollment requirements are maintained throughout the academic year.

7. Coordinate timelines and communicate award decisions with the Office of Financial Aid.
**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree and three years of experience, or equivalent combination of professional experience in marketing, public relations, communications, business management or a related field.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra.

- **Reasoning Ability:**
  Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Expertise with word processing, database management is required. Knowledge of access, and Raiser’s Edge is preferred.

- **Certificates and Licenses:**
  No certifications required.

**Responsibility for People and Property:**
This position is responsible for the supervision of one or more employees.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with current State College of Florida, Manatee-Sarasota employees.

- **External Contacts:**
  This position has frequent contact with high school counselors, high school students and parents.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**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.

While performing the duties of this job, the employee is routinely required to sit, and use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms, and lift up to 10 pounds. The employee is occasionally required to stand, walk, and taste or smell, and lift up to 25 pounds. Specific vision requirements include close, distance, color, peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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