



Job Description

Job Title: Scholarship System Coordinator

JTC: GAM

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the administration and management of the Blackbaud Award Management system along with the management of new and existing scholarships in the Foundation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience with the scholarship award process, following all guidelines. Ability to handle high level administrative issues and plans. Specific knowledge-based competencies required to satisfactorily perform the functions of the job.

Ability to organize priorities and manage multiple projects with attention to detail in a timely manner. Must possess well-developed skills that support creative approaches working with students, faculty and staff. Requires demonstration of strong collaborative, teaching and coaching skills. Must be able to lead discussions with selected committees and faculty on changes and improvements to the management of the scholarship process. Stays up-to-date on current educational trends and uses best practices.

Ability to work effectively with faculty, students, administrators, and support and encourage a diverse community college environment. Show professionalism, including integrity and confidentiality, in accordance with district rules, regulations, and policy.

Ability to plan, organize and execute plans in a timely manner. Knowledge of a variety of software/hardware programs and the ability to utilize computer technology to access data, maintain records and generate reports. Establish a school culture for ongoing instructional improvement and promote instructional assistance using various methods.

Ability to demonstrate skills in effective communication through the exchange of information and ideas in ways that promote mutual understanding and effective decision-making. Excellent oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD students and staff. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree or higher with three years of progressively responsible related work experience in discipline. Official transcript will be required. Valid driver's license for offsite travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for administration and management of the Blackbaud Award Management scholarship system as well as managing new and existing scholarships in the Foundation. Monitors scholarship postings and selections to ensure scholarships are awarded consistently and within federal, state, and DCCCD guidelines.

Provides stewardship for donors and departments by communicating the system process, award status, answering questions and process recipient thank you letters. Responds to student inquiries regarding award criteria, payout, and awarding process. Utilize database management skills, along with feedback from end-users to continually improve the application and awarding process for all stakeholders.

Coordinates and provides training to students, organizations, scholarship selection committees, DCCCD faculty, staff and external committees. Collaborates with Marketing to promote scholarships. Evaluate scholarship process and utilize the Blackbauds website, the internet, and other resources to stay abreast of system software updates to improve overall productivity and to provide updated training and technical support for end-users, making recommendation for improvements.

Analyze and summarize detailed data reports to donors, campus Presidents, Foundation members and selection committee coordinators. Prepares specialized reports for donors, various college and DCCCD departments and the Foundation. Develops and maintains industry and/or community partnerships with local, state and national organizations that are beneficial to program/discipline in order to achieve the mission and goals of the organization and program.

Provides student guidance related to program and monitors student success. Coordinates the requisition of supplies and instructional materials as needed. Must have strong written and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information, ideas and instructions to individuals within a diverse college community.
Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.