

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOLARSHIP ADVISOR

DEFINITION:

Under the direction of an assigned supervisor, provide support to the instructional program, promote student successes and respond to individual and group needs by implementing the Park City Community Scholarship Program which addresses academic, career and personal development for every student.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist students and parents as needed with information regarding financial aid, college materials, applications, online registration and scholarships in order to support activities necessary for securing financial aid for post-graduation academic or vocational opportunities.
- Conduct student workshops and presentations regarding scholarships, financial aid, saving for college and resume building; provide students with information regarding occupational programs and other post-high school opportunities.
- Coordinate fundraising and payout of scholarship funds including single and multiple-year payout schedules and endowments through internal and external sources; oversee distribution according to established procedures and ensure compliance with financial guidelines and regulations.
- Provide work direction to various internal and external parties including District staff, volunteers, donors, presenters, parents and students and ensure that required tasks are completed in a correct manner and within specified timelines.
- Maintain a variety of confidential and non-confidential manual and electronic lists and records; ensure the availability of related materials for internal use and distribution as required.
- Market the Community Scholarship Program and perform related duties; establish and maintain relationships with businesses, organizations, donors, alumni, press, colleges, universities and other parties through community outreach activities in order to provide information, fundraise, obtain financial aid resources and publicize student success.
- Monitor, interpret and report data and results for the Community Scholarship Program, institutional awards and corporate awards and ensure compliance within each area.
- Participate in and plan a variety of meetings, workshops, events and committees related to assigned activities including alumni banquets/events, school/community/club events and book awards; convey and gather information required to perform functions and maintain current knowledge of program guidelines.
- Prepare and maintain a variety of documents, reports and written materials including individual awards, invitations, event programs and bulletins related to assigned activities; provide written support, develop recommendations and convey information as assigned.
- Research educational and career opportunities in order to provide students with related information.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in a related field and three years responsible clerical experience involving public contact.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Scholarship programs, goals and objectives.
- Graduation and college entrance requirements.
- Modern office practices, procedures and equipment.
- Functions and operations of assigned office.
- Research methods and letter writing techniques.
- Operation of a computer and assigned software.
- Event planning and coordination.
- Record keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Community resources.

Ability to:

- Maintain effective relationships with donors and recipients.
- Conduct research to provide students with information on educational and career opportunities.
- Establish and maintain contact with donors and recipients.
- Prepare and compose correspondence and related materials.
- Maintain records and prepare reports.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Schedule and facilitate meetings.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.

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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing and pulling light objects as assigned by the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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SCHOLARSHIP ADVISOR