PROGRAM ASSISTANT, SCHOLARSHIP
This is a categorically funded position that is contingent upon receipt of annual funding.
Application Deadline: Wednesday, November 26, 2014 4:00 PM

POSITION DESCRIPTION
Under general supervision, perform the following major functions in a student services program; provide professional support to the foundation in coordinating the campuses scholarship programs; develop and prepare scholarship applications and materials; update and maintain marketing materials and website regarding scholarships; conduct financial aid, foundation, and other campus scholarship events; develop and cultivate donor and community relations; support all student services departments by providing general information regarding scholarships; and research outside scholarship opportunities for students.

RESPONSIBILITIES INCLUDE
- Coordinate scholarship information provided to current and prospective student applicants
- Build and maintain donor relations.
- Reconcile, maintain, and report scholarship funds. Disseminate information to proper internal and external entities.
- Provide general guidance and assistance to students inquiring about scholarships; explain programs policies and procedures; answer general questions regarding student application processes.
- Provide effective customer/student service, consistent with the mission and goals of the financial aid department and the foundation.
- Develop, prepare and maintain scholarship applications, recruitment and marketing materials including website and eCommerce.
- Provide information on scholarship programs to current and prospective students and donors; explain eligibility criteria and assist students and parents in completing financial aid applications and scholarship applications.
- Develop and conduct scholarship events and activities, including information sessions and donor/student recognition programming.
- Support all student services departments by providing general information.
- Assist in the development of program goals, activities, and budget.
- Perform other duties as assigned.

DISTRICT QUALIFICATIONS
- Ability to communicate effectively orally and in writing, establish cooperative working relationships with staff, administrators, faculty, students, donors, community organizations, and others contacted in the course of performing assigned duties; ability to advise students regarding college/program policies and procedures.
- Ability to demonstrate an understanding of the purpose of scholarships for students.
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of an associate degree with responsible experience in foundation or donor relations.
- Ability to create and conduct presentations to large audiences; ability to cultivate relationships with donors.
- Ability to maintain confidentiality and to assist economically disadvantaged and culturally diverse students to meet their educational and career goals by providing budgetary counseling and making referrals as appropriate.
- Ability to organize and prioritize processes and records.
- Keyboard skills and computer experience, which includes word processing, spreadsheets, database software, presentation software, and strong knowledge of Internet and e-mail communication.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge, and abilities.

DESIRABLE QUALIFICATIONS
- Bilingual skills.
- Experience working in a student financial aid office.
- Experience with book-keeping or accounting.
- Detail-oriented

APPLICATION PROCESS
Applications must be completely filled out in detail. The application package must include a District application and a resume. Please do not include any additional documents not required in this section. Please see the Application Submittal section at the end or reverse side of this announcement.

SPECIAL CONDITIONS
- Working Hours: 8:00am - 5:00pm, Monday through Friday (must be willing to work varying schedules including possible evenings and Saturdays).

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $3,093/month; progresses over time to $4,353/month. Excellent benefit package.

Chaffey Community College District is committed to equal employment opportunity
APPLICATION SUBMITTAL

The Employment Application can be obtained at
http://www.chaffey.edu/humres/District%20Application%2004%2008%2014.pdf. (www.chaffey.edu - click on the employment link on the left side of the page which will bring you to the main Human Resources page - click on the District Employment Application link on the left side of that page). Applications cannot be transmitted electronically through our website. You can type the application online, then print it and submit to Human Resources by any of the following methods:

- **Mail** the application packet to Chaffey College, Human Resources, 5885 Haven Ave., Rancho Cucamonga, CA 91737. (NOTE: Postmarks are not acceptable. Applications must be received in our office by the application deadline);
- **Bring** the application packet to Chaffey College, Human Resources, Room SSA-202 at the above address;
- **Fax** the application packet to (909) 652-6533. (NOTE: Not all fax machines transmit clear documents). Chaffey College is not responsible for the quality or clarity of the faxed application and/or attachments.
- **Scan** the application packet to mary.wixson@chaffey.edu.