

# Job Description

Position Title: Scholarships and Outreach Assistant Director

Job Family: Financial Aid and Scholarships

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

## Position Summary:

The Scholarships and Outreach Assistant Director manages the administrative and financial operations of the College's scholarships, Pima Foundation Scholarships, external scholarships and early awareness and outreach programs for the Office of Financial Aid and Scholarships. The Scholarships and Outreach Assistant Director manages the fiscal and operational processes to maintain a robust scholarship database that is used for all College scholarships, which includes collecting and maintaining student records and managing a review, selection, and award process for scholarships year-round.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees policies, processes, and provides guidance and oversight of program managers and coordinators regarding scholarships, outreach and federal student aid programs, compliance, and funding.
2. Oversees the operations of all scholarships and grant proposals and post-award services for funded scholarships and grant programs at the college.
3. Oversees the administration of the Second Chance Pell program to include cross collaboration among various college departments and the Arizona Department of Corrections.
4. Manages and oversees business processes and information systems for multiple financial aid programs.
5. Oversees the activities of assigned scholarship and outreach programs to maintain compliance with local, state, and federal regulations.
6. Coordinates all early awareness and outreach activities to ensure current students, high school students and community members have access to information and financial resources.
7. Provides all aspects of administration, award disbursement, and auditing of scholarships and Title IV funds. Disburses other types of financial aid programs including private educational loans and state government aid.
8. Supervises employees, provides training, prioritizes projects, evaluates annual performance.
9. Communicates and cooperates with internal and external stakeholders. Develops and delivers analysis, recommendations, and reporting to stakeholders including internal and external auditors.
10. Coordinates personnel, strategic planning, provides interpretation of new regulations and training to staff, and student financial aid and scholarship processes and procedures between several interrelated

departments in the college and external agencies, such as: Accounts Receivable Services, Accounts Payable Services, Finance, Grants, Student Affairs, Dual Enrollment, External Relations, Admissions and Registration, Workforce, Pima Foundation, Earn to Learn, Arizona Community Foundation, Community of Southern Arizona Foundation, Mexican Consulate, Metropolitan Education Coalition, Arizona Commission for Postsecondary Education, Arizona Department of Corrections, etc

11. Supervises the collection and review of data and the preparation of a variety of reports, statements, and communications.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of business management and fiscal practices.
3. Knowledge of internal and external customer service principles and practices.
4. Knowledge of managerial and supervisory skills.
5. Knowledge of principles and methods for promoting programs and services.
6. Skill in analyzing data and drawing conclusions.
7. Skill in independent decision making.
8. Skill in people leadership and supervision.
9. Skill in organization, coordination, and management.
10. Skill in problem solving.
11. Skill in program development and process improvement.
12. Skill in team building.
13. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
- Master's degree in related field of study preferred.
- Three (3) to five (5) years of related experience in Title IV, Scholarship, or Grant Administration.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- National Association of Student Financial Aid Administrator (NASFAA).
- Must be able to meet federal accessibility standards to access and update federal databases; cannot be in loan default or overpayment.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### **Special Conditions of Employment:**

- Some evening or weekend work hours
- Pre-employment Back Check Required
- DMV Check/Current and Valid AZ Driver's License
- Must be able to meet federal accessibility standards to access and update federal databases; cannot be in loan default or overpayment