

PROGRAM ADMINISTRATOR (SCHOLARSHIP ADMINISTRATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class administers the scholarship and emergency financial aid program for Westchester Community College. Responsibilities include establishing and maintaining substantial liaison with private and public donors, external funding agencies, area businesses, colleges and high schools to widen the network of potential donors. Other duties include managing the scholarship budget, coordinating activities with other college officials as appropriate, and supervising and participating in the maintenance of detailed records and files relating to the administration and awarding of scholarship funds. Supervision may be exercised over a small number of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, implements and evaluates the college's scholarship program and coordinates efforts with other departments of the college, community agencies, corporations, and individual donors to achieve established goals and objectives;

Administers the College's scholarship program in its entirety; from application to notification;

Develops strategies to support the financial assistance needs of the student body;

Consults with financial sources to identify funds for student support;

Identifies student populations who may benefit from scholarship assistance;

Develops strategies to support the recruitment of potential scholarship students;

Ensures that donors receive proper recognition and have ample opportunities to meet and interact with scholarship recipients, as well as receive regular communication regarding program activities;

Conducts interviews with prospective, continuing and graduating students for scholarships, as necessary;

Ensures that proper records of scholarship awards are maintained and that recipients receive funds in a timely and appropriate manner;

Oversees the content and publication of the semi-annual scholarship newsletter;

Develops written materials and publications to support scholarship program activities;

Participates in conferences, community meetings, seminars, and in meetings with professional staff;

Interacts with the college administration, faculty and students in developing and implementing programs relating to scholarship administration;

EXAMPLES OF WORK: (Cont'd.)

Develops the annual scholarship budget in conjunction with the program Director, and prepares other fiscal reports for the Board of Directors;

Keeps abreast of developments in scholarship funding and other areas in the field of education;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of educational program administration; good knowledge of community organizations and funding services in relation to educational administration; good knowledge of public relation practices, procedures and techniques; ability to establish and cultivate relationships with representatives of community organizations, donors, potential donors and representatives of funding sources for educational programs; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software;; tact; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and three years of experience in the field of education, educational administration, finance, or business administration.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree may be substitution for each year of the above, required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.