

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Scholarship and Financial Aid Specialist**

**BASIC FUNCTION:**

Under the general supervision of the site administrator, coordinates scholarship acquisition for high school students and supports students in all aspects of the financial aid process. Coordinates scholarship recognition programs and financial aid and scholarship seminars.

**ESSENTIAL DUTIES:**

- Develop and organize a scholarship recognition program for students and community agencies.
- Communicate scholarship and financial aid programs to students, staff, parents, and community.
- Write, print, and distribute publications about available scholarships to graduating high school seniors.
- Attend and participate in meetings of the High School Scholarship Foundation.
- Organize and attend recognition programs, such as the High School Honors Convocation.
- Coordinate the distribution and processing of granted scholarships to awarded students, including assisting students with claiming scholarship awards.
- Assist in the preparation of news releases related to scholarships and financial aid.
- Act as liaison with community groups, organizations, special interest groups in procuring scholarships for high school students.
- Establish and maintain positive working relationships with community organizations to support scholarship awards for students.
- Locate and promote scholarships to students, including those available outside of the local scholarship foundation.
- Attend junior and senior parent events to present scholarship and financial aid opportunities.
- Develop, organize, and advertise financial aid and scholarship seminars on topics such as the application process, essay workshop, and claiming scholarships.
- Conduct individual financial aid consultations with students and parents to provide information on financial aid opportunities, including FAFSA, Cal Grants, WUE, and CSS Profile.
- Assist students with applications for financial aid, including Dream Act and FAFSA.
- Consult with students regarding selection of colleges based on financial aid packages.
- Communicate with financial aid offices of colleges and universities on behalf of students to increase awards through appeals process.
- Communicate with college admission representatives to stay current on merit and need based scholarships.
- Coordinate and facilitate Faculty Scholarship Committee to determine award recipients.
- Schedule and coordinate interviews of students with faculty.

**OTHER REPRESENTATIVE DUTIES:**

- Work with other schools as requested.
- Participate in professional development opportunities to stay current on scholarship and financial aid opportunities and developments.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Scholarship and financial aid programs and processes, including requirements, procedures and trends.
- Community resources and services.
- Computerized financial aid systems and processes.
- Compiling data and preparing documents and reports.
- Fundraising techniques.
- General operations of a high school and institutions of higher learning.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment, record-keeping techniques and effective use of computer applications.
- Student behavior and characteristics.
- Effective communication methods, including appropriate use of technology and social media to share information.
- Effective interpersonal and relationship skills.

**Ability to:**

- Coordinate, organize, and schedule clerical functions and activities.
- Plan and present informational programs and give presentations to individuals, small and large groups.
- Produce public informational materials and correspondence.
- Provide specialized assistance and information concerning scholarships and financial aid to students, parents, faculty and others.
- Maintain an effective and supportive relationship with on-site high school counseling staff in providing college/career services to students.
- Develop and provide information and materials related to scholarships and financial aid opportunities for high school students.
- Work independently and analyze situations accurately adopting an effective course of action.
- Interview students effectively in order to determine their priorities with respect to the financial aid and scholarship process.
- Effectively use organizational and planning skills, with acute attention to detail, accuracy, and follow-through.
- Coordinate and host a variety of events, including evening events.
- Research, analyze, and compile data and produce accurate reports.
- Relate well to students, parents, donors and the public.
- Maintain confidentiality of work related information and materials, including information from student records.
- Prioritize, implement and manage multiple tasks and deadlines.
- Deal effectively with a wide variety of personalities and situations requiring tact and judgment.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Three years of recent experience working with non-profit or community organizations.

**Education:**

Bachelor's degree in public relations, marketing, communications, English, or equivalent.

**Personal Qualities:**

- Independent worker

- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment and school environment.
- Constant interruptions.

**Physical Requirements:**

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
- Ability to sit for long periods of time, bend, crouch, or kneel to access information from ground level to desk height and/or to assist students; push and/or pull and lift instructional equipment and supplies; reach in all directions and work at a computer and/or telephone for prolonged periods of time.
- Ability to climb stairs.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.