

# **SCHOLARSHIP COORDINATOR**

## **JOB ANNOUNCEMENT**

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks a motivated professional to serve as Scholarship Coordinator.

The Scholarship Coordinator reports directly to the Chief Financial Officer (CFO) to assist in the effective execution of a range of duties related to Scholarship services. Additionally, as part of the San Antonio Education Partnership (SAEP) Fiscal Division, a portion of the role is to assist with the agency's fiscal needs. Focus areas include coordination of Scholarship services beginning with Scholarship eligibility through student degree attainment and supporting agency fiscal needs as outlined below. The Scholarship Coordinator consistently demonstrates SAEP core values of communication, integrity, excellence, respect, innovation, and teamwork, both internally and publicly.

### **The San Antonio Education Partnership**

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The goal of the Education Partnership is to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate.

### **Duties and Responsibilities**

- **Scholarships:**
  - Serves as the primary point of contact for Scholarship administration.
  - Develops and maintains positive and professional relationships with representatives from the 12 SAEP local partner higher education institutions to ensure all parameters are adhered to for scholarship awarding, payment verifications, and maintaining student eligibility.
  - In collaboration with the CFO and management leadership, create and maintain the Scholarship Administration Manual and the Scholarship Program Policies. These documents serve as the guides to ensure strategies are executed for goal achievement.
  - Generates reports for internal use as well as for external stakeholders, including but not limited to partner high schools, school districts, and institutions of higher education, the City of San Antonio, and funders.
  - Receives and reviews student scholarship appeals and recommends approvals or denials of appeals to CFO. Must communicate thoroughly with students to ensure all pertinent information and documentation is provided and considered.
  - Verifies and reports degree attainment for current and past Scholarship students through the National Student Clearinghouse.
  - Analyzes complex data to prepare reports showing monthly, quarterly, and annual progress on Scholarship goals.
  - Assists with annual programmatic audit preparation including gathering and submitting requested documents.
  - Works in collaboration with the Scholar Success Manager to meet student needs.
- **Fiscal:**
  - ⊖ Responsible for account reconciliations to include credit card, money market, and bank accounts.
  - Prepares all accounts receivable for submission and monitors to ensure timely payment.
  - Reviews documents such as mileage and timesheets to ensure accuracy.
  - Collects in-kind monthly donations to determine fair market value and prepares the monthly summary.
  - Processes payments for all Accounts Payable.
  - Ensures accurate, timely, and proper processing of Purchase Requisitions.

- Prepares and submits monthly reports and resolves discrepancies of compliance issues for SBEDA vendors.
- Assist with annual financial audit preparation including reconciliations and financial statements of all accounts.

### **Qualifications**

- Bachelor's degree from an accredited college or university with major coursework in Education, Public Administration, Business Management, or a related field.
- Proficient in Microsoft Office and Windows environment, including word processing, Outlook, calendaring, spreadsheets, and databases (Salesforce).
- Bilingual in Spanish, Vietnamese, Arabic, Chinese, Korean, Tagalog, Gujrati, or Pashto preferred but not required.
- Knowledge of information-gathering techniques, processes, practices, and data security.
- Demonstrated ability to propose and implement plans and strategies.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work effectively with diverse stakeholders to foster an environment of positivity and focused results.
- Strong sense of self-motivation with ability to work with minimal supervision by creating priorities and functioning effectively with multiple projects on short timelines.
- Valid driver's license and personal vehicle insurance; provide proof of minimum state-required insurance indicating individual insured for the specific vehicle to be used for work travel.

### **Working Conditions**

- This position may require some evening and weekend hours.
- This position is located in an office at 131 El Paso St., San Antonio, Texas 78204.

### **Physical requirements**

- Subject to sitting, standing, and walking to perform the essential job functions.

### **Direct Reports**

- None

### **To Apply**

Qualified candidates should forward a letter of interest, a resume, and three references to:

**San Antonio Education Partnership**  
**Attn: Nangie Lowrie, Operations/HR Manager**  
**131 El Paso**  
**San Antonio, TX 78204**  
[nlowrie@saedpartnership.org](mailto:nlowrie@saedpartnership.org)

***Salary: \$50,000-\$60,000+ full-time benefits to include health, dental, and life insurance, Paid Time Off, paid holidays, and 401(K) plan with match***

*The San Antonio Education Partnership is an Equal Employment Opportunity Employer*