



PROGRAMS ASSISTANT

Position Description

The Scholarship Foundation of Santa Barbara seeks a motivated and career-oriented individual to serve as Programs Assistant. The incumbent will support the daily operation of the organization's Programs Department and assist in all aspects of the scholarship award process. This is a part-time (25 hours per week), hybrid position, allowing for some remote work. The selected individual will have the option of working out of our Santa Maria or Santa Barbara office, though occasional travel to the other office will be required.

Primary Responsibilities

1. Input and retrieve data from Salesforce and Kaleidoscope as needed.
2. Schedule financial aid and application support sessions for students and families.
3. Respond to inquiries from students and other community members in a timely manner.
4. Assist students completing scholarship and financial aid-related applications/forms.
5. Communicate with colleges and universities regarding payments, deadlines, etc.
6. Assist with all aspects of the payout process.
7. Assist with eligibility review, renewal, and selection processes for all awards, with a focus on accuracy.
8. Support all Programs-related events, including but not limited to the Art Scholarship reception and the annual Awards Ceremonies.
9. Review student enrollment verification information to ensure students maintain scholarship eligibility.
10. Assist with school changes and student profile updates as appropriate.
11. Support the coordination of financial aid presentations countywide.
12. Other tasks as assigned.

Minimum Qualifications

1. Proficient with Salesforce.
2. Proficient with Microsoft Office applications, including Outlook, Word, and Excel.
3. Able to communicate clearly and effectively verbally and in writing.
4. Represent the Foundation to student aid recipients, donors, and others in a professional and courteous manner.
5. Bilingual in English and Spanish highly desirable.

SALARY:
\$25 per hour

FOR CONSIDERATION, PLEASE SUBMIT:

- Cover letter
- Résumé

TO:

hr@sbscholarship.org

No telephone calls please. This is a part-time, non-exempt position.

The Scholarship Foundation of Santa Barbara is the nation's largest community-based provider of college scholarships, having cumulatively awarded in excess of \$150 million to some 62,000 students countywide since its founding in 1962. A nonprofit organization, the Scholarship Foundation also provides free financial aid advising services. For additional information, visit www.sbscholarship.org.