

Job Description

Position Title: Manager, Scholarships, Outreach and Prison Education Program

Job Family: Financial Aid and Scholarships

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 06

Position Summary:

The Scholarships, Outreach and Prison Education Program Manager is responsible for developing and managing primarily the Second Chance Pell Program for Title IV (Federal Student Aid). The Scholarships, Outreach and Prison Education Program Manager is responsible for managing and developing strategies for program development, quality control and enhancements to the implementation and monitoring of the Second Chance Pell program also known as Prison Education Program under Title IV (Federal Student Aid). The Scholarships, Outreach and Prison Education Program Manager is responsible for the management of the operational program components and services. The Scholarships, Outreach and Prison Education Program Manager has independent decision-making and conducts independent research of local, state, federal and college regulations to ensure all programs are administered within compliance. This position requires in person outreach including but not limited to correctional facilities.

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. Supervises staff to include: prioritizing and assigning work related to the administration of second chance Pell, outreach and scholarships; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
2. Develops, plans, evaluates and implements goals, objectives, policies, and procedures for the processing, administering and monitoring of Title IV eligibility for Second Chance Pell primarily and sometimes will assist with institutional scholarships and general outreach as well as training for staff. Coordinates with counterparts and other staff to ensure consistency across locations.
3. Plans, implements, and monitors the Second Chance Pell program activities related to processing of student aid documentation and forms, outreach to assist students and their families with the federal financial aid process and scholarships.
4. Manages implementation and participates in the preparation of Second Chance Pell reporting, and correspondence with other internal and external departments.
5. Develops, implements, and monitors outreach program initiatives, develops strategies for recruitment and retention of students in the Second Chance Pell program.
6. Manages all aspects of the student financial aid application process for the assigned student population.
7. Oversees assessment and data management processes of the Second Chance Pell program, scholarships and outreach.

8. Assists other areas within the Office of Financial Aid and Scholarship and other college departments in the management, maintenance, and operation of Title IV programs, primarily with the Second Chance Pell program.
9. Manages Title IV grant & scholarship requirements; researches and compiles data.
10. Oversees the development and preparation of Title IV grant program reports.
11. Reviews and monitors quality control reports to ensure students meet the Title IV eligibility requirements and payments are processed in Banner.
12. Develops and conducts Title IV workshops on grant processes and developing new outreach opportunities primarily for individuals in custody.
13. Collaborates with community partners such as the Federal and Arizona Department of Corrections to facilitate the transition of individuals in custody to college credit programs.
14. 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 others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

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.
- 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 a 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
- This position will need to meet Federal and Arizona Department of Correction clearance and expectations in addition to Pima Community College and federal database requirements.
- Incumbents are subject to regular travel primarily to and from the college and correctional facilities within the state of Arizona is required.