



**SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION**

<b>DEPARTMENT</b> Development and Donor Services (DDS)	<b>TITLE:</b> Scholarship Assistant	<b>REPORTS TO:</b> Executive Director, Scholarship & Relief Programs
<b>DATE REVISED:</b> February 1, 2023	<b>DATE EFFECTIVE:</b> February 20, 2024	<b>EXEMPT or NON-EXEMPT:</b> Non-Exempt

**THE AREA FOUNDATION**

The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for sixty years, growing to become one of the Top 20 foundations in the nation based on asset size. The Area Foundation serves as the community’s most trusted and impactful philanthropic partner, managing more than 500 charitable funds totaling \$1.3 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$800 million for scholarships and grants have been awarded to close opportunity gaps for those who need it most in San Antonio. Learn more about your community foundation at [saafdn.org](http://saafdn.org)

**Our core values are Excellence, Passion, Integrity, and Community.**

**SUMMARY OF RESPONSIBILITIES**

The Scholarship Assistant is a temporary contract position, with duties that include but are not limited to providing direct support to the Scholarship Team. Major areas of responsibility include but is not limited to becoming familiar with fund agreements, assisting with scholarship application processes, scholarship review processes, updating students records in various platforms, data entry and syncing data between systems, providing support during the scholarship award and distribution processes. The ideal candidate will need to be comfortable working in high-stress and fast-paced working environments, have superior attention to detail and be highly motivated.

**COMPETENCIES/SKILLS**

- **Must adhere to Core Values: Excellence, Passion, Integrity, and Community (Required)**
- Knowledge and use of office management systems, (ex. fax, copy machine, and scanning documents) **(Required)**
- Proficiency in MS Office Suite products: Microsoft Word, Excel, PowerPoint, Outlook **(Required)**
- Proficiency in Foundant application and database software (Preferred)
- Excellent oral and written communication skills
- Excellent time management skills and ability to prioritize work
- Ability to work independently and with team members
- Positive attitude, strong work ethic, and must demonstrate professionalism when working with sensitive material
- Strong customer service and ability to work with people of all backgrounds, ages, ethnicities, and sexual orientation



## **QUALIFICATIONS**

- High School Diploma or GED **(Required)**
- At least two years of equivalent or transferable work experience in lieu of degree

## **TASKS/FUNCTIONS**

- Understanding/knowledge of scholarship criteria in fund agreement(s)
- Receive documentation, i.e., transcripts from students and upload to application
- Process scholarship checks for mailing – match check with transmittal letters, create and save backup documentation, and stuff, postage, and mail checks
- Ensure applicants meet fund criteria by completing due diligence of scholarship applications and editing as needed
- Serve as a resource for scholarship applicants, recipients and renewal students through email, telephone, website, and social media.
- Create and update new profile and grant records in CSuite for newly awarded scholarship recipients.
- Prepare payment installment by approving and syncing data from SLM to CSuite and making necessary edits (college and student id)
- Complete due diligence for college and universities
- Update high school information through internet research and phone calls
- Other duties as assigned

## **PHYSICAL DEMANDS / WORKING CONDITIONS**

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**The San Antonio Area Foundation is an Equal Opportunity Employer.**

Please send cover letter and resume to [jballesteros@saafdn.org](mailto:jballesteros@saafdn.org).