



ADMINISTRATIVE ASSISTANT

Position Description

The Scholarship Foundation of Santa Barbara seeks a customer service-oriented individual with a warm and professional demeanor to serve as Administrative Assistant. This is a full-time position with working hours of 8:30 a.m. to 5:00 p.m. Monday through Friday. The incumbent will provide administrative support to various departments, facilitate in-person and virtual meetings, and perform front-line reception duties. Responsibilities include responding to mail, phone, email, and walk-in inquiries; processing student materials and otherwise assisting the Programs Department; and helping with Foundation events and meetings.

Primary Responsibilities

1. Serve as the friendly and professional first point of contact for visitors, students, and donors across all communication channels – phone, email, and in person.
2. Provide administrative support to all departments within the organization.
3. Oversee mail pick-up and processing.
4. Provide support to the Programs Department, including but not limited to student inquiries, application processing, document collection, and data entry.
5. Respond to general inquiries and route questions to appropriate team members.
6. Coordinate logistics for in-person and virtual meetings, including scheduling, technology setup, and preparation of materials.
7. Assist with Foundation events, from donor gatherings to student celebrations.
8. Other duties as assigned.

Minimum Qualifications

1. Associate's degree; bachelor's degree preferred.
2. Proficiency with Microsoft Office applications, including Outlook, Word, and Excel. Experience with databases preferred.
3. Ability to operate standard office equipment such as phones, computer workstations, copiers, and printers.
4. Ability to communicate clearly and effectively, both verbally and in writing.
5. Fluent in Spanish.
6. Valid CA driver's license and reliable transportation for work-related travel (in town).
7. Ability to lift and carry 30 lbs.

SALARY RANGE: \$48,000 – \$52,000

FOR CONSIDERATION, PLEASE SUBMIT:

- Cover letter
- Résumé

TO:

hr@sbscholarship.org

No telephone calls please.

The Scholarship Foundation of Santa Barbara is the nation's largest community-based provider of college scholarships, having cumulatively awarded in excess of \$167 million to some 64,000 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.