JOB DESCRIPTION

TITLE: Scholarship Programs Assistant

DEPARTMENT: Scholarship Programs

SUPERVISOR: Scholarship and Alumni Services Manager

FLSA Classification: Non-Exempt

DATE: January 2015

SUMMARY:
Supports the Foundation’s Scholarship Programs Department by assisting in the implementation, administration, and monitoring of programs, processes and communications; maintaining applicant and scholar information; providing information and resources to both internal and external customers; and providing general administrative support to the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Serve as the primary contact and provide information on programs, eligibility, application, and the awarding process for applicants, recipients, parents, schools, and alumni. Gather and distribute program materials as needed.
• Field requests and inquiries for the department from other departments within the organization.
• Support the application and awarding processes by receiving, processing, and managing all applicant and scholar documents, information and data, and assisting with award payments.
• Assist in maintaining the department’s website pages on Blackbaud Netcommunity.
• Assist communication efforts to department customers to include e-mail, text messaging, and some social media.
• Ensure accuracy of record data in Raiser’s Edge database and department shared drive.
• Identify student speaker and attendee possibilities for Scholarship Foundation events.
• Coordinate Florida JROTC program by initiating annual communication with Florida JROTC instructors, mailing award notification packets to high schools, receiving and recording all documents from JROTC awardees, and processing award payments for distribution.
• Support the department’s Career and Technical Education Program to include initial outreach and program management.
• Provide assistance as needed for the Foundation’s Scholarship Announcement Ceremonies and other events.
• Keep abreast on latest developments in national higher education issues and best practices, and how they impact our students and the scholarship programs.
• Other duties as assigned
EDUCATION AND/OR EXPERIENCE:
• Associates or Bachelor’s degree required
• 1-2 years equivalent work experience

REQUIRED SKILLS AND ABILITIES:
• Strong written and verbal communication skills
• Excellent customer service and interpersonal skills
• Strong organizational skills; the ability to prioritize and handle multiple tasks at the same time
• Demonstrated skills in Outlook, Word, Excel and databases
• Ability to use discretion and handle confidential information
• Highly organized with the ability to prioritize multiple requests
• Preference for individuals familiar with the Marine Corps or the military. Must display a passion for the mission of the Scholarship Foundation

WORKING CONDITIONS:
• Working conditions are normal for an office environment