



JOB DESCRIPTION

TITLE: Scholarship Program Assistant

DATE: April 2022

DEPARTMENT: Scholarship

SUPERVISOR: Director, Scholarship Programs

FLSA Classification: Non-Exempt

SUMMARY:

The Scholarship Program Assistant is responsible for providing administrative support in the execution of all scholarship programs and daily operations for the Foundation's Scholarship Programs Department and team. This position works with all departments across the Foundation to ensure success in accomplishing the Foundation's mission to *Honor Marines by Educating Their Children*.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the in-office contact for applicants, scholars, parents, academic institutions, and alumni regarding information on programs, eligibility, the application and award process, and scholarship payments
- Work with vendor as needed to provide guidance and support to resolve requests
- Assist with scholarship application and awarding process for all facets of the scholarship program for approximately 4,000+ applicants annually, while ensuring the integrity of the program, mission alignment, and audit compliance
- Process scholar Award Acceptance packages and award payments for approximately 3,000 scholars annually
- Assist with the distribution of department messaging and communication strategies to key department constituents. Ensure messaging is current, relevant, consistent, and on brand across all platforms
- Provide administrative support for special programs (e.g., Career and Technical Education, Day Scholars, Heroes Tribute, Engagement, Alumni etc.). Develop, review, and update program content as needed and monitor participant involvement
- Develop and conduct surveys to targeted populations. Produce survey reports with analysis and recommendations
- Assist with outreach efforts to maximize the number of applicants within the Foundation's target population(s). Conduct presentations and ensure effective promotion of the Scholarship Program to key constituencies
- Review and audit Scholar and Alumni data for accuracy in Raiser's Edge and Department databases
- Maintain department electronic files including the required documentation for scholarship applications and awarded scholars
- Provide assistance for student/alumni and donor engagement opportunities to include events, corporate mentoring, internship opportunities and strategic initiatives

- Remain competent and current on scholarship program administration, national higher education issues, best practices, and how they impact the Foundation and its scholars
- Foster partner relationships with related organizations
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Associates or Bachelor's degree required
- Minimum of 1 to 2 years in scholarship program administration or equivalent work experience
- Experience in program/project-based work experience a plus
- Experience with and exposure to the Marine Corps, military service, and/or working with veteran families a plus

REQUIRED SKILLS AND ABILITIES:

- Commitment to the Foundation's mission and to reflecting core values of teamwork, trust, integrity, and drive in relationships with colleagues and partners
- Ability to work in a team environment and with a high degree of autonomy, taking initiative and being proactive
- Ability to embrace collaboration, teamwork, and flexible thinking
- Ability to manage multiple projects and assignments
- Ability to effectively engage with a wide range of audiences through excellent written and verbal communication, including students, parents, veterans, and active duty military representing underserved, low-income populations
- Strong written and verbal communication skills
- Excellent customer service and interpersonal skills
- Demonstrated skills in Microsoft 365, SharePoint, Outlook, Word, Teams, Power Point, Excel, and Survey Monkey
- Experience utilizing a database to store and extract data (preferably Raiser's Edge)
- Passion for the mission of the Scholarship Foundation and for serving Marine Corps families

WORKING CONDITIONS:

- Reimbursement of relocation expenses not offered
- Working conditions are normal for an office environment
- Position located in Alexandria, VA. Telework is not available
- Some weeknight and/or weekend work may be required, as well as travel 1-3 times a year