



JOB DESCRIPTION

TITLE: Scholar Engagement Assistant

DATE: August 2023

DEPARTMENT: Scholarship

SUPERVISOR: Assistant Director of
Scholar Engagement

FLSA Classification: Non-Exempt

SUMMARY:

The Scholar Engagement Assistant is responsible for **providing administrative support in the execution of all scholarship programs with a particular focus on scholar engagement and special programs**. For over 60 years, the Marine Corps Scholarship Foundation has been Honoring Marines by Educating their Children, providing higher education scholarships to 2,600 children of Marines annually across all 50 US states and 27 overseas territories. As we embark on an ambitious strategic plan to grow the Foundation, we are seeking a passionate, creative, and resourceful thinker to help support daily operations for the Foundation's Scholarship Programs Department and team.

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.
- 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.
- Develop and 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, student engagement, and enrichment activities. Develop, review, and update program content as needed and monitor participant involvement.
- Develop and conduct surveys and produce survey reports with analysis and recommendations.
- Assist with outreach efforts to maximize the number of applicants within the Foundation's target population(s).
- Review and audit scholar and alumni data in systems to ensure accuracy.
- Assist with scholar/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.
- Contribute to the overall success of the Foundation's mission and vision by performing other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- 1 to 2 years in scholarship program administration or equivalent work experience.
- Associates or Bachelor's degree preferred, or equivalent work and education experience.
- Experience in program/project-based work experience a plus.
- Experience working in a non-profit, 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.
- Must embrace flexible thinking, be a proactive problem solver, and anticipate needs.
- Ability to work in a team environment and with a high degree of autonomy, taking initiative and being proactive.
- Ability to work on a wide range of projects simultaneously and balance multiple competing priorities with a high degree of autonomy and self-organization in a fast-paced work environment.
- Strong written and verbal communication skills, with an ability to effectively communicate with a wide range of audiences.

WORKING CONDITIONS:

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; hybrid telework may be considered after initial onboarding and at the discretion of the supervisor, with up to two telework days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission, with some work related travel 1-3 times a year.