

**POSITION DESCRIPTION: Scholarship Administrator**

The Scholarship Administrator supports the program department with implementation and administration of the scholarship program. This individual will also provide support across all Program Department functions, including grantmaking, and general office administration areas. Primary responsibilities include qualifying and distributing scholarship applications & reports, processing scholarship checks, managing database and compiling reports. The individual supports grant committees as assigned.

**DUTIES & RESPONSIBILITIES**

- Receive, manage and maintain scholarship and grantee applications, following procedures to verify eligibility as required.
- Manage database tracking of all application decisions, reporting requirements and outcomes.
- Assist applicants on their application and reporting requirements.
- Enter and track scholarship payables. Enter and track grant payables as requested.
- Prepare and mail scholarship award letters and scholarship payment letters as needed.
- Assist with student, parent, school counselor and committee correspondence.
- Manage the updating and maintenance of database information such as committee lists, recipient lists and mailing lists as needed.
- Organize site visits and committee meetings as requested.
- Perform report writing, minutes and document editing as needed.
- Assist with monitoring scholarship and grant budgets to ensure annual targets are met.
- Communicate relevant scholarship information with other departments as needed.
- Assist with organizing scholarship events; including the scholarship awards notifications, scholarship awards brunch, the scholarship appreciation brunch, and the counselor breakfast.
- Assist with appointment scheduling as requested.
- Assist with training and mentoring interns as opportunities arise.
- Prepare coffee, lunches, and snacks, and provide clean-up as needed for committee members, clients and meetings.
- Carry out general administrative, programmatic or other tasks as assigned.

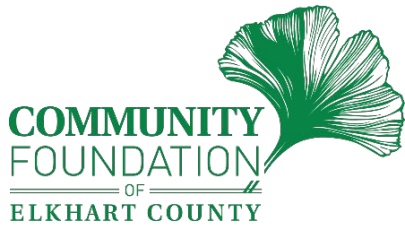
**POSITION REQUIREMENTS**

*Education & Experience*

- Associate Degree (preferred)
- Three or more years of professional experience; database management experience preferred.

*Knowledge, Skills, and Abilities*

- Strong communication and interpersonal skills
- Strong analytical, problem solving and organizational skills.
- Strong database operation/manipulation, importing/exporting, merging, graphs, statistical reports with a demonstrated proficiency in Excel, Microsoft Word, and Publisher.
- Strong attention to detail and ability to meet deadlines
- Familiarity with tracking budgets and general knowledge of financial functions.
- Ability to manage multiple projects in a timely manner



## Scholarship Administrator Job Description

- Genuine concern for the people we serve in our community, our volunteers, and our non-profit partner organizations.
- Natural ability to work as part of a larger team as well as the ability to relate well with internal and external constituencies.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS
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- Status: Full-Time, Non-Exempt, Hourly
- Reports to: Senior Program Officer