

PROWUS Scholarship Administrator Job Description

Updated : 9/26/2020

Summary

Help students through the scholarship application process, coordinate with PROWUS Board members to determine scholarship recipients, and serve as an advocate of PROWUS.

Average time / month : 2-6 hours; more during scholarship review

Essential Job Functions:

1. Receive, review and provide copies of scholarship applications during scholarship review terms.
2. Act as contact person for current and potential scholarship families and instructors.
3. Promote scholarships to students, parents and instructors/schools through PROWUS website, social media and bulletin boards.
4. Adhere to all scholarship deadlines.
5. Prepare scholarship application process for students and coordinate scholarship application reading and scoring.
6. Gather independent reviewer information for PROWUS Board members to review.
7. Contact applicant families and instructors/schools with award results.
8. Maintain an active database of scholarships awarded.
9. Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
10. Attend all board meetings and work closely with board members.
11. Participate in PROWUS fundraising activities.
12. Actively recruit additional PROWUS Board members.