

## CONFIDENTIAL

### Volunteer Role Descriptions:

#### Scholarship Roundtable Assistant (SRAII) (Volunteer)

#### SR College Funding Assistant <sup>032619</sup>

#### 3-Person Team

Royal Daughters of GOD, Inc.  
032619

◆Flossmoor, IL

◆11/18/2016

#### Role Description

Position: Scholarship Roundtable Assistant (SRAII) Volunteer / SR College Funding Assistant Team

[Royal Daughters of GOD, Inc.](#), in Flossmoor, IL is seeking to fill our program based Scholarship Roundtable Assistant volunteer roles with enthusiastic, administrative individuals with a strong work ethics and a commitment to teamwork. These roles report to the SR Project Manager and have responsibilities for assisting with the development and execution of acquiring scholarships and alternative debt-free funding sources for our students.

**As part of the Scholarship Roundtable Assistant team your primary duties will include but are not limited to:**

#### Team Member A

- Develop and execute a follow-up management system for the team.
- Identify creative avenues for making our students stand out against their competition
- Follow-up with scholarship committee administrators on submitted applications.

#### Team Member B

- Ensure that students have access to filtered scholarship and alternative debt free funding sources by working closely with the Scholarship Research Assistant.
- Ensure that students are aware of all newly posted scholarship and alternative debt free funding sources.

#### Team Member C

- Manage the scholarship requirements and deadlines on behalf of the students.
- Ensure that students have appropriately packaged their scholarship application packages.

#### Job Requirements

Please Note: This position is VOLUNTEER with supported training and development. If you are NOT SURE that you meet these qualifications please call us or email us.

#### Required Qualifications:

- Strong organizational and follow-up skills
- Excellent verbal and written communication skills
- Ambition, strong work ethic, and open to new ideas

03/2016

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- Demonstrated experience working in an autonomous environment
- Demonstrated experience working in team environment
- Above average desktop computer skills with experience in MS Excel, Word, Power Point and Google
- Subject to clearing background screening

\*\*\*If you're seeking to gain experience and are seeking a fast paced environment and challenging opportunity in a small company with a unique corporate culture please apply now.

### Job Snapshot

Pay: Volunteer  
Employment Type: Internship/Community Service Hours  
Job Type: Marketing, HR, Administration  
Education: Majors: Accounting, English, Finance, Educational Leadership  
Experience: Not specified  
Manage Others: Not specified  
Industry: Non-profit, Education, Community Service  
Required Travel: None

Project term: Program based up to 1-year

For immediate consideration please email resume to [rdog@royaldaughtersofgod.org](mailto:rdog@royaldaughtersofgod.org)