

Scholarship Research Assistant (SRAI) (Internship)

Royal Daughters of GOD, Inc.

♦Flossmoor, IL

♦11/18/2016

Job Description

Position: Scholarship Roundtable Assistant (SRAI) Internship

Royal Daughters of GOD, Inc., in Flossmoor, IL is seeking to fill our project based Scholarship Roundtable Assistant internship position with an enthusiastic, career minded, individual, with a strong work ethic and a commitment to teamwork. This position reports to the Founding Director and has responsibility for assisting with the development and execution of researching, identifying and fully breaking down scholarship requirements for our students.

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

- Research of grade specific scholarship opportunities
- Identify suitable scholarships for the program (void of major restrictions)
- Research and read the full scope of each scholarship provided, including all fine print
- Develop customizes scholarship maps for students
- Follow-up with scholarship committee administrators to request and receive any and all missing information.
- Complete spreadsheets with all pertinent scholarship application criteria
- Develop and execute a follow-up management system to ensure that all fields of the scholarship map spreadsheet are completed accurately
- Manage project to make sure that tasks get completed in a timely manner
- Meet required deadlines of the program.

Job Requirements

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

Required Qualifications:

- Must be a high school freshman or sophomore with a 3.5 or 4.0 GPA
- Strong organizational and follow-up skills
- Demonstrated experience working with in an autonomous environment
- Excellent verbal and written communication skills
- Above average desktop computer skills with experience in MS Excel, Word, Publisher and Outlook
- Ambition, strong work ethic, and open to new ideas
- Demonstrated experience working in team environment

***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:	Sales, Marketing, Internship
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