

Scholarship Roundtable Assistant (SRAII) (Volunteer)

Royal Daughters of GOD, Inc.

♦Flossmoor, IL

♦11/18/2016

Job Description

Position: Scholarship Roundtable Assistant (SRAII) Volunteer

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 acquiring scholarships for our students.

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

- Review student program applications and meet a deadline to recommend students based on application content
- Research and delivery of grade specific scholarship opportunities
- Help students identify suitable scholarships
- Build customized scholarship maps for students
- Assist students in writing scholarship application essays
- Manage the scholarship application process
- Help students identify their scholarship need
- Ensure that students have appropriately packaged their scholarship applications
- Follow-up with scholarship committee administrators on submitted applications
- Manage the scholarship requirements and deadlines on behalf of the students
- Manage the students accountability to the scholarship application process
- Develop and execute a follow-up management system
- Manage project to make sure that tasks get completed in a timely manner
- Identify creative avenues for making our students stand out against their competition

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:

- Excellent mentorship and communication skills
- Strong organizational and follow-up skills
- Excellent verbal and written communication skills
- Ambition, strong work ethic, and open to new ideas
- Demonstrated experience working with in an autonomous environment
- Demonstrated experience working in team environment
- Above average desktop computer skills with experience in MS Excel, Word, Publisher and Outlook
- 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:	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