

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:

- 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
- Develop and execute a follow-up management system
- 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:

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