

Shawano Dollars For Scholars – Job Description

Company Confidential

POSITION TITLE **DFS Administrative Assistant – Part Time**

NUMBER **01**

DATE 11/2016

LOCATIO

N Shawano

ACCOUNTABLE TO DFS Board President

PRIMARY OBJECTIVES OF POSITION

To provide a centralized point person for DFS that can answer and direct questions in a timely fashion. Lead coordination efforts on special events and activities the DFS Board designates as high priority. Assist officer positions, primarily as it relates to scholarships and meeting activities.

Generate excitement for DFS within local community. Assist with impact and outreach via multiple media outlets including but not limited to social media platforms and newsletters.

To abide by all DFS policies and procedures relevant to this position and maintain high confidentiality as it relates to donations and scholarships.

MAJOR AREAS OF ACCOUNTABILITY

- 1 Gain a full understanding of scholarship application and award process.
 - Work closely with Scholarship America.
 - Be the point person for SCHS Student Services and applicants to ensure timely and accurate completion of scholarship applications.
 - When necessary provide hands on assistance with students needing help with application.
 - Coordinate with DFS Treasurer for notification of recipients and distribution of scholarships.
- 2 Serve as lead person for impact and outreach.
 - Work closely with DFS PR committee and assist with development and distribution of DFS newsletter.
 - Generate news release and articles as needed to convey DFS message and activities.
 - Maintain DFS website and social media platforms in an user friendly manor, keep information exciting and up to date.
- 3 Coordinate DFS seasonal activities.
 - Quarterly execute “DFS Student of Quarter”; work with schools to receive names, generate and distribute letters and certificates.
 - Serve as Gala chairmen and lead development of Gala, planning and execution.
- 4 Ensure positive relations with DFS members and donors is continued.
 - Generate and maintain email and conventional mailing database.
 - Work with DFS Board to develop innovative ideas to promote and grow members/donors.
 - Keep Endowment fund spreadsheet and address list.
- 5 Coordinate routine DFS Board activities.
 - Create Board agendas and communicate ahead of meeting.
 - Take meeting notes, summarize and communicate post meeting.
 - Schedule and communicate all Board and Committee meetings.
 - Ensure proper documentation and proper archiving of material occurs routinely.
- 6 Other duties as assigned by DFS Board of Directors.

POSITION REQUIREMENTS

Proficiency in MS Office (MS Word and Excel in particular)

Experience with QuickBooks

Experience with Social Media Platforms (Facebook, Twitter and Snapchat in particular)

Attention to detail and problem solving skills

Self-starter, ability to work without day to day supervision

Excellent communication skills

High School degree

EXECUTIVE ADMINISTRATIVE ASSISTANT

Applicants are not required to give any information that is prohibited by federal, state/provincial, or local law.

Shawano

Dollars for SCHOLARS®
A Program of Scholarship America®

Date _____ Social Security/Insurance Number _____ - _____ - _____

Name _____
Last First Middle Preferred Name

Current Address _____
Number and Street City, State/Province, Zip/Postal Code

Previous Address (if current address is less than 5 years) _____

Home Phone # _____ Work Phone # _____ Driver's License # _____

Has your driver's license ever been suspended or revoked? Yes No
If so, please explain: _____

Have you ever entered a plea of guilty to, been convicted of, or forfeited bond in relation to a felony or any dishonest act?
Yes No

Have you ever been bonded? Yes No Have you ever been denied bond coverage? Yes No

If applying in the United States, are you authorized to work in the United States? Yes No

Would you work: Full Time Part Time Date available for work _____
If part-time, specify days and hours _____

Education and Training

High School Name	Location	Did you graduate?		GPA
		Yes	No	

List Business Schools, Trade Schools, and Colleges attended	Location	Dates Attended (From-To)	Date you did/will graduate	College Major	Degree Received	Grade Point Average

Work History Data

List most recent employer first. Include part-time employment.

Employment Dates		Company and Address	Position or Type of Work	Salary	Immediate Supervisor	Reason for Leaving
From	To					

Describe duties performed in above listed work experience.

Skills

Other Languages (list below)

Computer Skills (list below)

Describe any additional job-related experiences, licensing, special skills or knowledge, which would be helpful in considering you for employment.

References

Give the names and addresses of two individuals, not related, who know you well and to whom we may refer.

Name	Address	Phone Number	Occupation

If currently employed, may your employer be contacted at this time for a reference? Yes No

What starting salary do you expect? _____ per _____

The information I have provided is complete and accurate to the best of my knowledge. I also understand that providing the information may disqualify me from further consideration.

I authorize this office to contact:

My previous employers

The schools I attended

The personal references I have listed

I also authorize this office to make other investigation of my personal, financial, or credit background (including) obtaining a credit report (also known as a "consumer report" under the Fair Credit Reporting Act/Consumer Reporting Act) for the purpose of evaluating my qualifications for candidate screening. This authorization extends for twelve (12) months from today's date.

Applicant's Signature _____ Date _____

To Email Application:
Shawano@dollarsforscholars.org

To Mail Application:
Post Office Box 5
Shawano, WI 54166

Shawano _____
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