



COMMUNITY  
FOUNDATION  
of the OZARKS  
*Connecting passion to purpose.*

**JOB TITLE:** Scholarship Coordinator

**FLSA STATUS:** Part-Time, 20 hours/week; Non-Exempt

**DATE:** October 2024

**REPORTS TO:** Director of Scholarships

**GRADE:** 9

## **ORGANIZATIONAL MISSION**

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

## **PRIMARY PURPOSE OF JOB**

The Scholarship Coordinator is responsible for assisting the Director of Scholarships by engaging in activities related to various scholarship program components. All activities will be in alignment with the mission, vision and values of the CFO.

## **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS – *Other duties may be assigned***

- Work with the Director of Scholarships to facilitate the responsibilities of everyday scholarship work
- Interact with high school counselors via phone and email during the application process. Provide periodic Excel reports to counselors and others as needed.
- Compile, maintain and update various reports for the scholarship process
- Interact with the scholarship selection committees, providing data and answering questions
- Assist in notifying scholarship recipients of their awards
- Assist in processing scholarship awards to institutions upon activation and confirmation of eligibility
- Provide programming and updating in the Scholarship Lifecycle Manager (SLM) and Community Suite (CSuite) database as it relates to the scholarship funds
- Prepare and assist with correspondence to counselors, students, donors, etc.
- Perform other duties and responsibilities as assigned
- Adhere to CFO's policies and procedures, including but not limited to standards for attendance, punctuality, and professionalism.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient with Microsoft Office Suite including Word, Excel and Outlook
- Technical capacity to learn and understand database system
- Excellent customer service skills

- Strong time management skills
- Highly accurate and meticulous in recordkeeping
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to pay close attention to detail and to ensure accuracy of reports and data

## **CFO CORE VALUES AND COMPETENCIES**

**Integrity:** *Stewardship you can trust.*

**Respect:** *Relationships matter.*

**Leadership:** *Collaboration creates solutions.*

**Vision:** *Our focus is forever.*

## **STRATEGIC & COMMUNITY IMPACT DEPARTMENT CORE COMPETENCIES**

**Adaptability** – *We maintain effectiveness when experiencing changes in work responsibilities or environment; adjusting effectively to work within new work structures and processes.*

**Building Partnerships** – *We identify opportunities and take action to build quality relationships between our grant and scholarship recipients, our donors, and our colleagues to ensure quality programming.*

**Innovation** – *We generate innovative solutions; we create quality ways to deal with program challenges and opportunities.*

**Planning and Organizing** – *We establish a course of action for self and others to ensure that work is completed efficiently. We develop timelines and maintain order in program processes and ensure we reach our milestones.*

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent GED is required
- Bachelor's degree in education, communication or related field or at least three years of equivalent professional experience preferred.
- Must possess a valid driver's license and have a good driving record.

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X
<b>Driving:</b> Must be able to drive regionally for work-related assignments.	X			

## WORKING CONDITIONS

This position will be based at the CFO's Springfield office, with flexibility for remote work as needed. The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate levels of noise.

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature