



## **JOB DESCRIPTION**

### **SCHOLARSHIP COORDINATOR**

Job Reports to: President/Board of Directors

Date Written: 10/2000

Date Reviewed: 05/2010

Date Revised: 05/2011

Primary Purpose of the Job:

To organize and coordinate the scholarship program of WISPAN

Prerequisites:

1. Active ASPAN/WISPAN membership.

Specific Job Duties and Responsibilities:

1. Serve at least two years.
2. Accept scholarship applications from applicants until deadline.
3. Select and award scholarships based on points criteria.
4. Notify scholarship recipients by phone/email.
5. Consult Education Chair/President with any conflicts.
6. Submit recipients' names to Education Chair/President to be reported at Board of Directors' meetings
7. Submit recipients' names to WISPAN Treasurer for reimbursement.
8. Submit recipients' names to Awakening editor to be published in the next newsletter.