



## **Job Description**

### **Scholarship Coordinator**

Reports to: President and Board of Directors

Date Written: October 2000

Revised May 2010

Purpose is to organize and coordinate the scholarship applications received by WISPAN.

- Accept scholarship applications from applicants until deadline
- Select and award scholarships based on points criteria
- Notify recipients by phone / email
- Consult Education Chair / President with conflicts
- Submit recipients' names to Education Chair / President to be reported at Board meetings
- Submit recipients' names to WISPAN Treasurer for reimbursement
- Submit recipients' names to Awakening Editor to be published in the newsletter

May 2010

WISPAN Website: <http://www.slingshotrally.com/wispan>