

Job Description

Tomahawk High School
Scholarship Coordinator

Position Title: Scholarship Coordinator

Qualifications: State of Wisconsin Teacher's Certification and/or Guidance Certification.
Ability to work with staff and students on a confidential basis.
Knowledge of the techniques necessary to coordinate the scholarship process and the leadership skills necessary to administer policy.
Possess skills in the use of technology, editing and media relations and related strategies.

Reports to: Tomahawk High School Principal

Job Goal: To administer and promote the local scholarship program for Tomahawk High School seniors.

Performance Responsibilities:

- Develop, manage and maintain scholarship policies, procedures and operation of the high school and the donating organizations
- Develop and maintain electronic data base of records and necessary documents (example: current knowledge and implementation of Microsoft components, Skyward and Acrobat)
- Develop and maintain a database of all donating organizations
- Ensure appropriate disbursement of scholarships and fiscal accountability
- Develop and maintain marketing information, application formats, and public information for senior students and their families
- Work with the media specialist to create and maintain online application materials and information, and work with the technology specialist to allow for electronic submission of applications
- Develop and conduct presentations as needed
- Develop and maintain communication materials for the donating organizations
- Collect all application materials from the students and disburse to the donating organizations either electronically or in hard copies as the organization prefers
- Conduct meetings of scholarship committees specifically noted
- Create all award letters
- Assist guidance department in setting up senior awards
- Notify the Tomahawk school district business office and the media in regards to scholarships awarded
- Assist students and parents with questions or concerns

Terms of Employment: School Term, with compensation to be determined by the Board of Education.