



# HUMAN RESOURCE OFFICE

## DEPARTMENT OF EDUCATION

# ANNOUNCEMENT

*Announcement No. CSSS-005-2024*

**Position Title**

**SCHOLARSHIP PROGRAM SPECIALIST**

**Salary Range:**

\$8,753.64–\$11,375.52 per annum

**Location:**

Division of School Support

**Opening:** November 20, 2023

**Closing:** December 19, 2023

### **MINIMUM QUALIFICATIONS**

- Minimum of an Associate degree is required (Bachelor's degree in education or a related field is preferred).
- Minimum of five years administrative support and/or customer service experience required (Successful experience with the scholarship program experience is preferred).
- Excellent verbal & written communication skills.
- Strong attention to detail; excellent proofreading skills.
- Proficient use of Microsoft Word, PowerPoint and Excel.

### **DUTIES AND RESPONSIBILITIES**

- Oversee the overall daily operations of the scholarship program.
- Implement the approved program activities.
- Monitor programs, activities, and services to ensure compliance with program regulations and policies.
- Assist applicants with the application process, including providing applicants with guidance and instruction to complete and submit applications and required attachments within the given deadlines.
- Manage the disbursement of scholarship funds and ensuring that recipients receive awards in a timely manner.
- Prepare and submit all required quarterly and annual expenditures, and evaluation reports.
- Disseminate scholarship program data and information, as requested.
- Ensure program guidelines, application materials, and relevant information are easily accessible to staff, parents, and students.
- Maintain close working relationship with school principals, teachers, program staff, and other education personnel.
- Participate in staff meeting, seminars, and workshops, as requested.
- Perform other related duties, as assigned.