

Foundations of East Chicago

Position Description

Position Title:	Program Support Specialist (Scholarship)
Reports To:	Education Program Director
Status:	Full Time/Hourly
FLSA:	Non-Exempt

Job Summary

The Scholarship Program Support Specialist (PSS) position will serve as the administrative support for educational scholarship awards and financial analysis of award usage. Specializing in data entry and data management the PSS will also serve as the event and meeting coordinator for all scholarship awareness programs and scholarship committee meetings. The PSS will assist in staff related tasks. Serving as a FEC educational support contact, the PSS will demonstrate a high degree of professionalism, courtesy, and customer service creating a positive experience for all board members, staff and guests.

The PSS, will be the primary support person for all aspects of data management as it relates to school and student participation in scholarship awareness programs, scholarship applications, scholarship deferrals and or modifications and scholarship distributions. Including but not limited to:

1. Financial disbursements, refunds, draw downs, usage, voids and reimbursements.
2. Scholarship budget status reports and closeouts
3. Audit and account reconciliations
4. Scholar tracking and employment
5. FEC Scholarship budget management
6. Maintain accurate entry of all scholarship and related activities, codes and status
7. Assist in the preparation of data for annual audit
8. Generate data analysis reports as directed by the BOD or by staff
9. Maintain files and data tracking for all scholarship applications and awards
10. Periodic review of all scholarship data to ensure applicants compliance to the requirements for usage and distribution of funds
11. Provide the Program Director with periodic reports reflecting accurate accounting and status of all distributed funds and remaining balances
12. Maintain annual meeting and event schedules for awareness programs, applications, committee, minutes and distributions review
13. Serve as support and secondary contact person for Grant program management issues related to the same functions as above

Minimum Qualifications

- Associate Degree (2 yrs) in Office/Business Administration or equivalent
- 2 plus years of experience in an office environment
- Proficiency in the use of computer technology using relevant software for data management and data entry (see below)
- High degree of accuracy in reporting, communicating and data entry
- Demonstrate commitment to personal and professional development
- Demonstrate strength of communication and presentation skills

Skills, Knowledge and Abilities

- Work in a confidential manner, maintaining the integrity and security of applicant data and FEC internal financial operational issues.
- Work independently to complete tasks
- Work within a team framework to ensure the success of the FEC
- Manage multiple projects with ability to maintain on-time completion of tasks
- Analyze problem situations and recommend effective solutions
- Work well under pressure when dealing with deadlines
- Demonstrate interpersonal skills necessary to deal tactfully and effectively with persons at all levels to develop and maintain productive and trusted relationships inside and outside the organization
- Proficient in the use of online collaboration tools such as Zoom or Teams
- Proficient in the use of all Microsoft Office Suite applications and Micro Edge or related software

The duties described above are indicative of the knowledge skills, abilities and normal task assignments of this job, and does not constitute an exhaustive list of all tasks which may be required. Additional duties requiring similar or lesser skills may be added at any time without the necessity of altering the description or re-evaluating the job.