



DOLPHIN SCHOLARSHIP FOUNDATION

POSITION DESCRIPTION SCHOLARSHIP ADMINISTRATOR

Position Opens: Now

The Scholarship Administrator has primary responsibility for procedures and processes for Dolphin Scholarships and student records, including applications, selection, and communication with Scholars throughout their collegiate careers, as detailed in the DSF Procedures Manual. The Scholarship Administrator will maintain both paper and electronic records in accordance with appropriate privacy laws. The Scholarship Administrator reports to the Executive Director and works closely with other DSF staff members in the performance of duties. The Scholarship Administrator's duties include making award presentations at local high schools and speaking about the Dolphin Scholarship Program to spouse organizations and at various events.

Qualifications Required

Intermediate proficiency in MS Word, Access, Excel and Outlook. Scholarship Administrator must have strong organizational skills, the ability to work independently in a collaborative environment, and be able to meet deadlines. Mature judgment, good telephone demeanor, and excellent verbal and written skills are required.

Experience Required/Desired

College student personnel experience a plus. Experience with Survey Monkey application software a plus. Knowledge of U.S. military organization, particularly the Submarine Force, is desirable. College degree preferred.

Working Hours

Part time, 15-20 hours/week. Hours may increase to 30-40 hours/week during application deadline period (March-April annually). Limited travel.

About Dolphin Scholarship Foundation

Established in 1960, Dolphin Scholarship Foundation provides college scholarships to children and spouses of U.S. Navy members who have served in the submarine service and related support activities. Dolphin Scholarship Foundation is a Virginia not for profit corporation and operates as a charitable organization under Internal Revenue Code 501(c)(3). A signed Confidentiality Clause is required prior to employment.

Dolphin Scholarship Foundation does not discriminate based on age, race, color, gender, gender expression, national or ethnic origin, disability, religion, or sexual orientation in its hiring practices.

To Apply

Email cover letter and current resume to Andrew Clark, Executive Director, Dolphin Scholarship Foundation, at execdirector@dolphinscholarship.org.