



Koniag Education Foundation
4241 B St., Ste. 303B
Anchorage, Alaska 99503
907-562-9093
Contact: Executive Director
Koniageducation.org
kef@koniageducation.org

Job Description: Scholarship/Office Manager

Hours: 40 hours/week, occasional weekend or after-hours work required.

Pay Range: DOE

Status: Exempt

Reports to: Executive Director

Please submit cover letter, resume and references to kef@koniageducation.org for consideration. This position is open until filled.

Job Summary:

Incumbent must be able to perform two roles simultaneously – that of scholarship manager for KEF’s scholarship program, and office manager for the Anchorage office with support to the Kodiak office. Under general direction, oversees the management and maintenance of scholarship policies, procedures, and operations; works to improve scholarship delivery systems; ensures compliance and timeliness of scholarship entry and preparation of information for the Web; serves as liaison with various constituents, and performs other duties as assigned. Incumbent is responsible for daily operations and administrative support services for the organization, including overall executive support, office clerical and support tasks, office administration (printing, mail distribution and messenger services, maintenance and janitorial, office equipment and supply purchasing), and other duties as directed.

Illustrative Tasks:

- Respond to requests for scholarship applications and information
- Maintain current and past student database of scholarship and grant awards, scholarship requests, forfeitures, annual survey, etc.
- Manage scholarship application review processes and ensure completion of reviews
- Data analysis and reporting for internal and external audiences
- Maintain student and general Foundation business files
- Communication with students and schools regarding financial aid disbursements
- Written correspondence with students and schools
- Track and respond to contributions to include bank deposits
- Prepare check requests for accounts payable and reconcile credit card transactions
- Other duties as assigned



Job Qualifications/Skills:

- Excellent interpersonal, verbal and written communication skills
- Strong organizational and time management skills
- Must work well with others in a team environment
- Must be committed to a high level of customer service
- Must be able to type 40 wpm and use a Microsoft computer and MS office products
- Able to use grammatically correct English, spell accurately and perform correct arithmetical calculations
- Ability to work well under pressure and adapt to changing demands
- Dependable and prompt
- High level of professionalism
- Able to work independently and in a small office environment
- Knowledge of Alaska Native Corporations
- Familiar with a variety of the academic and scholarship field's concepts, practices, and procedures

Education:

- Requires a bachelor's degree or equivalent relevant work experience.

Acknowledgement:

The Executive Director reserves the right to alter job duties or responsibilities at any time as needed. The annual performance evaluation will assess performance of stated duties as described. This job description does not constitute a written or implied contract of employment.

Employee Signature: _____ Date: _____