



## Scholarships Program Associate

**FLSA Classification:** Non-Exempt

**Reports to:** Scholarships Program Officer

**Salary Range:** \$65,000 to \$70,000 DOE

To apply, please visit: <https://tinyurl.com/scholarshipspa>

Application deadline: May 31, 2024, with the first review of applicants beginning May 6, 2024

### JOB DESCRIPTION

---

#### About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, the foundation actively participates in the governance of Mat-Su's community hospital and protects the community's interest in this important health care asset through board oversight. The MSHF also invests its assets into charitable works that improve the health and wellness of Alaskans living in the Matanuska-Susitna Borough (Mat-Su).

#### Position Summary:

The Scholarships Program Associate plays a crucial role in the administration and advancement of the MSHF scholarship program. Their primary role is to oversee and support the entire lifecycle of the scholarship process. They collaborate with the Scholarship Program Officer in developing and implementing the applications, selection, and award process for MSHF applicants, engaging with educational institutions, and other initiatives that advance the Foundation's mission by aligning programs, policies, and procedures with best practices in the field. They are passionate about helping students fulfill their dreams of earning a college degree.

#### Job Responsibilities:

##### Leadership

- Collaborate with the Scholarship Program Officer to set strategic goals for the MSHF scholarship program.
- Spearhead the planning and execution of the MSHF scholarship information sessions, Annual scholar reception, and other events.
- Oversee the scholarship intake and payment process.

##### Program and Administration

- First point of contact to all scholarship inquiries.
- Oversee in the day-to-day implementation of the MSHF scholarship program.
  - Monitor, log, and maintain all incoming application materials. Verify the information provided by contacting scholars.
  - Conduct the initial review of Academic, Vocational, and Professional Development scholarship applications for compliance with scholarship guidelines and recommend for further review.



- Facilitate organization of applicant information and contribute to the MSHF scholar selection process.
- Review scholarship applications and award processes in collaboration with grants management.
- Update the scholarship calendar and timeline of projects.
- Schedule meetings, create agenda's and note taking at meetings.
- Address and respond to applicant questions and concerns about the application process.
- Manage all scholar's data and files in the scholarship/grantmaking system.

### **External Relationships**

- Build and maintain relationships with training providers, higher education, high schools, grantees, and other key stakeholders.
- Maintain an understanding of the higher education system and its impact on the MSHF scholarship recipients.

### **Health Equity**

- Support program alignment with the organizational commitment to promoting health equity and inclusion.
- Strive toward equity and inclusion in all interactions.
- Advance personal and professional growth in cultural competency

### **Other Functions**

- Engage in the assessment of scholarship programs' effectiveness and recommend improvements or enhancements.
- Contribute to the refinement of processes to maximize the impact of scholarship programs.
- Undertake special projects and duties as assigned.

### **Competencies**

- Excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience.
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Advanced program management skills, including an ability to coordinate logistics and communications for complex programs and events in collaboration with community partners
- Ability to work collaboratively and as a member of a team with internal and external contacts while working to achieve collective outcomes.
- Ability to occasionally adjust work schedule, work overtime, and work evening/weekend hours as needed.

### **Education & Experience:**

- Bachelor's degree required or minimum three years of administrative experience.



- Knowledge and experience working with a Customer Relationship Management (CRM) system.
- Literacy in Microsoft office suite
- Literacy in database management systems, standard office communications systems, copiers, and other office equipment

**Other duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Work Location:** Wasilla, Alaska

**Work environment:** Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

**Physical demands:** Employee will be spending considerable time at a desk using a computer and traveling to various locations in the community.

**EEO statement:** Mat-Su Health Foundation is an equal employment opportunity employer.