

	Job Description
	South Dakota Freedom Scholarship Program Coordinator

PURPOSE

The South Dakota Freedom Scholarship Program will provide need-based scholarships to qualified students attending eligible postsecondary institutions in South Dakota. The program was established through a gift from South Dakota Governor Noem, the State of South Dakota, T. Denny Sanford, Premier Bank, Sanford Health and Avera Health. Selected recipients agree to live and work in South Dakota for a period of three years to avoid repayment of the scholarship.

JOB SUMMARY

The Scholarship Program Coordinator is responsible for managing and administering the South Dakota Freedom Scholarship program. They will develop and build relations with the board, educational institutions, program supporters, and scholarship recipients. In addition, the Scholarship Program Coordinator will continuously evaluate the South Dakota Freedom Scholarship Program to track outcomes and identify opportunities for growth and improvement in implementation and oversight.

TYPICAL DUTIES AND RESPONSIBILITIES

- Act as liaison between the South Dakota Community Foundation, South Dakota Freedom Scholarship Administrative Board, State of South Dakota, eligible institutions, scholarship recipients, and employers.
- Manage the South Dakota Freedom Scholarship Board meeting operations in coordination with the board chair.
- Manage and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability.
- Coordinate implementation and reporting strategies with the eligible institutions.
- Provide administrative services for the institutions related to loan conversations and collections.
- Develop and strengthen plans to build employer and professional organization participation in the scholarship.
- Collaborate with eligible institutions and the South Dakota Freedom Scholarship Board to promote the scholarship.
- Coordinate with state agencies to gather and present needed data to the South Dakota Freedom Scholarship.
- Develop and conduct presentations and trainings.
- Provide technical assistance and advice in the administration of the South Dakota Freedom scholarship program.

- Answer technical questions about the South Dakota Freedom Scholarship program from eligible institutions, agencies, and the public.
- Analyze and interpret federal and state policies that affect the South Dakota Freedom Scholarship program.
- Monitor scholarship expenditures/disbursals to ensure the South Dakota Freedom Scholarship program funds are used most effectively and within program guidelines.
- Develop and implement, in conjunction with the South Dakota Freedom Scholarship Board and eligible institutions, “Road Show” visits to high schools, community, and economic development organizations and industries throughout the State of South Dakota.
- Ensure that admission and financial aid representatives from eligible institutions have vital information and materials to support and promote the program.
- Perform other duties as determined by the South Dakota Freedom Scholarship Administrative Board

JOB REQUIREMENTS/SKILLS

- Bachelor’s degree in education, business, or related field is required.
- Knowledge of grant management and reporting, scholarship or financial aid management, and donor relationship/development is preferred.
- Excellent oral and written communication skills, including strong presentation and listening skills. Ability to read, summarize, and organize large amounts of information into a succinct form is critical.
- Understanding, experience, and proficiency in learning new software and applications are preferred.
- Independent, self-starter, organized and able to work with minimal supervision.
- Highly motivated, proactive, and energetic.
- Ability to work as a team player in a defined culture with a commitment of service to the Foundation, its staff, the advisory board, donors, and all outside constituencies.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Standard office environment. Potential for recurring early/late hours (weekend/early morning/evening meetings). Minimal physical exertion is required. The position does not contain physical elements beyond the handling of everyday objects and materials.