

TITLE

Scholarship Committee Chair

JOB SUMMARY

The Scholarship Committee Chair is responsible for leading and directing the efforts of the scholarship committee including, raising funds for the Chapter's scholarship Endowment, awarding scholarships to Massachusetts Freshmen, interacting with the Penn State University Office of Student Aid and recruiting committee members to help out with events.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Raise funds for the Chapter Scholarship Endowment through various fundraising events
- Run the Annual Silent Auction at the Chapter's Annual Spring Social
- Responsible for the annual award of scholarships to eligible Massachusetts Freshmen, including but not limited to, disseminating application forms to eligible applicants and coordinates the selection process with the selection committee
- Act as Chapter's primary point of contact to the Penn State University Office of Student Aid
- Recruit volunteers to be members of the Scholarship Committee and assist in all Scholarship Committee events

OTHER FUNCTIONS AND RESPONSIBILITIES

The Scholarship Committee Chair shall perform other duties as assigned by the Vice President of University Relations, President or Board of Directors.

RESPONSIBLE TO

- Vice President of University Relations

INTERNAL REPORTING RELATIONSHIPS

- Scholarship Committee Members.

EXTERNAL RELATIONSHIPS

- Penn State University Office of Student Aid