

The CIRI Foundation
JOB DESCRIPTION

Position: *Scholarship & Grant Program Intern*
Department: Education
Reports to: Vice President/Director of Programs
Supervises: None
Type: Temporary, Non-Exempt Part-time (NTE 29 hrs per week)
Date: March 1, 2023

General Function: This position assists, virtually and in-person, with administrative support for the **scholarship and grant program**. This position assists in the organization and implementation of specific projects using knowledge of good business practices, policies, and organizational skills. Provides front desk and related support services using multi-line telephones, orderly task performance, Microsoft Office computer skills, FileMaker Pro/Access, office equipment operations. Performs general office tasks as assigned. Provides excellent customer service.

Major Activities: (Typical Duties/Responsibilities in priority order)	Est. % of Time
<p>Major Activities for Scholarship & Grant Program Intern:</p> <ul style="list-style-type: none"> • Screens and refers in-coming phone calls, and walk-in applicants, receives visitors, in-person and virtually, to the Foundation. • Advises current and potential scholarship and grant applicants about TCF’s applicant process and eligibility requirements. • Processes documents and data entry as requested, including but not limited to: (a) scholarship/grant applications; online and paper, and application supporting documents, (b) student/school mailings and (c) other mailings as required. • Copies and files materials for scholarship/grant applications, finance, governance, and other materials as requested by team members. • Reviews documents and information in the online application per request of Vice President/Director of Programs, team members and/or when needed to assist applicants. • Performs initial screening of scholarship/grant applications for completeness and verifies eligibility of applicant. • Prepares Acknowledgement Emails and distributes to the student. • Adheres to TCF Scholarship/Grant Application Procedures. • Processes check letters for individual scholarship and grants programs consistent with TCF’s processing procedures. • Demonstrates a deep understanding of the processes for the individual scholarship and grant program. • Keeps the kitchen in clean condition, the reception area and copy room organized. • Coordinates team attendance and delivery items for TCF events. • Performs other related duties as assigned by the President/CEO or Vice President/Director of Programs. • Opens and processes daily incoming mail, email, and faxes. 	90%

<p>Scholarship & Grant Program Intern: Administration:</p> <ul style="list-style-type: none"> • Provides staff support at annual Foundation events. • Assists with Foundation outreach and Alaska Native education issues supported by TCF. • Assists in the implementation of selected Foundation projects as authorized by the Vice President/Director of Programs or President/CEO. • Performs related duties as assigned by the Program Associate or Vice President/Director of Programs. 	<p>10%</p>
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Skills, Knowledge and Abilities:

- Positive communication skills and attitude with Beneficiaries and the public; excellent customer service skills required.
- Knowledge of the Alaska Native Claims Settlement Act of 1971 (ANCSA).
- Knowledge of filing procedures.
- Accuracy and detail in record keeping – exceptional attention to detail needed.
- Knowledge and practical experience with post-secondary institutions and student financial aid, preferred.
- Knowledge of general business formats and procedures.
- Experience on computer equipment and programs including: Microsoft Office, MS Teams, GoTo Connect and Zoom, databases and FileMaker Pro preferred.
- Knowledge of basic accounting skills to process check requests as needed.
- Proficient with proper grammar, good vocabulary and spelling.
- Knowledge of proper telephone and email etiquette.
- General understanding of grant making.
- Ability to compose basic business correspondence.
- Proofreading skills.
- Use of basic office equipment such as; copiers, printers and postage equipment.
- Ability to lift 25 pounds.

Minimum Experience Qualifications:

- High School Diploma or GED, Associate Degree preferred.
- Minimum of one year administrative clerical duties preferred, **or**
- Any combination of training and experience that provides the required skills, knowledge and abilities.

Standards of Employee Conduct: Employee Responsibilities

- Commitment to the mission of The CIRI Foundation.
- Maintain confidentiality and strong business ethics.
- Responsible use of working time with efficient task performance and quality results.
- Cooperation with supervisor and other employees.
- Observance of safety and health rules.
- Proper use and maintenance of company equipment and materials.
- Respect for other employees and their property.
- Maintenance of responsible attendance standards, including prior notification of absence.

- Good grooming and suitable business attire for meeting the general public.
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Required Contacts:

- Foundation team members, beneficiaries, general public and board of directors.
 - Periodic contact with the Foundation's accounting service team and IT team.
 - Community and business leaders.
 - Other Native and civic organizations.
 - University/college financial aid offices.
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JOB DESCRIPTION APPROVAL:

Employee: _____
(Signature)

Date: _____

Supervisor: _____
(Signature)

Date: _____