

## **Uplift Community Alliance™**

### **EDUCATIONAL SCHOLARSHIPS CHAIR JOB DESCRIPTION**

#### **Position Summary**

Educational Scholarships supports Uplift Community Alliance's mission by providing non-traditional students who have financial need with access to higher education. Scholarships are awarded in collaboration with the University of Utah and Salt Lake Community College.

#### **General Responsibilities**

- Comply with the Program Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Philanthropic Programs Committee, attend meetings and submit reports to the First Vice President, Philanthropic Programs.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the First Vice President, Philanthropic Programs
- Prepare and submit a year-end report as directed by the First Vice President, Philanthropic Programs.
- Submit any job description and/or policy changes to the Bylaws Chair.

#### **Specific Chair Position Responsibilities**

1. Serve as liaison between Uplift Community Alliance and colleges and universities.
2. Annually review the Letters of Agreement and Scholarship Announcements.
3. Coordinate with each institution the annual selection of scholarship students from the slate of applications received. This process will be by committee, overseen and administered by each institution. The ULCA scholarship committee will provide rankings of applicants to the schools. ULCA has one vote on the committee.
4. Interact with each institution's liaison person to receive status information on funded students, such as their majors, year in school and graduation.
5. Receive a scholarship report from each institution after the conclusion of each funded academic year.
6. Collaborate with other ULCA programs when appropriate, such as the Brighter Tomorrows program.

#### **Competencies**

Relevant Microsoft programs  
Digital and electronic communication