



**Join our team.**

**The AADC is seeking a scholarship specialist who is passionate about women's empowerment to join in advancing our mission.**

**Become part of a vibrant alumnae association and an advocate for women's leadership and lifelong learning.**

The Associate Alumnae of Douglass College (AADC) is an independent 501(c)(3) organization. The AADC develops and promotes connections among Douglass alumnae by providing programs, services, networks, and life-long learning opportunities that represent the interests and needs of our world-wide network of diverse alumnae.

The Associate Director of Scholarship and Student Engagement will join a passionate and committed team of professionals and will manage an impactful scholarship program.

The professional in this position manages all aspects of the AADC scholarship award programs, including promotion of scholarship availability, creation and review of applications, ensuring applicant eligibility, and recommending the awarding of funds. Key responsibilities involve coordinating with students, donors, and institutions; maintaining records and software; and ensuring compliance with regulations and individual scholarship specifications. The Associate Director of Scholarship Administration also handles communication, reporting, and coordination of volunteer selection committees. She\he is responsible for informing scholarship recipients of the AADC mission and involving them in relevant programs and events. Reporting to the Executive Director, she\he also works in close collaboration the Vice President for Finance and Operations and Douglass Fund Trustees.

### **Qualifications**

- Bachelor's degree in education administration or a related field is required. Masters in nonprofit management, educational administration or related major is preferred.
- Knowledge of financial aid processes, familiarity with student information systems, database management, and relevant software.
- Excellent communication and interpersonal skills to interact with diverse groups of students, staff, and donors.
- Attention to detail for managing complex data and financial information.

- Proficiency with scholarship management software and other administrative tools.
- Knowledge of financial aid principles and regulations.
- Proficiency in the use of MS Office Word, Excel and PowerPoint is required. Proficiency in online collaboration tools and software a plus.
- Well organized. Self-starter who takes initiative and can work independently.
- Demonstrates a high level of personal integrity, tactful in handling confidential information and sensitivity in dealing with diverse constituencies.
- Possess a positive attitude and professional image.
- Discretion in managing sensitive student information and working collaboratively with students and staff.

Starting salary range commensurate with education and experience. The AADC is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy.

If you are interested in applying for employment with the AADC, please forward a cover letter, resume, salary requirement, and references to the Associate Alumnae of Douglass College, 181 Ryders Lane, New Brunswick, NJ 08901, ATTN: Scholarship specialist search or email to [douglassalumnae@douglassalumnae.org](mailto:douglassalumnae@douglassalumnae.org).