

ADMINISTRATOR

Experience Required

- Postsecondary education
- High School & Collegiate activities participation
- Business development and management
- Superior writing ability
- Prestige public speaking
- Technology sound
- Microsoft PowerPoint
- Nationwide Travel
- Must be Bilingual (English and Spanish)

The **Administrator** of Scholarships 4 Us is accountable for registering Accredited Hosts and Website Management including but not limited to:

- Understand the origin of The Program's formation and its mission and purpose
- Learn the accountabilities associated with all governing members
- Understanding the processes of the Accounting & Bookkeeping organization
- Prepare for the succession of the President, Principal and Administrator
- Ensure the Accounting & Bookkeeping organization maintains its integrity to the business through reviewing records and reports with the governing members
- Support the governing members in designing further business operations and the development of instructional strategies
- Refer all public statements and responses on behalf of the organization to the President
- Work with the governing members to establish a National Inaugural Events agenda at middle schools, high schools, and college campuses
- Maintain lightbox: 'important information and updates'
- Manage website calendar page
- Maintain statistics on 'The Numbers' and 'Scholarship Match' pages
- Plan with the governing members event visitation schedule throughout the year
- Schedule and complete with the governing members Accredited Hosts introductory meetings
- View Business@Scholarships4Us.com then complete accreditation process according to 'The Program'
- Investigate with the governing members claims of misconduct from an Accredited Hosts
- Review 'New Accredited Events' for compliance with the Accredited Events Guide, upload it to the corresponding Accredited Events page and then send out notification email to all members in Wix.com
- Receive 'Create an Event' .PDF form for Regional and National Events through Events@Scholarships4Us.com then create the event on Wix.com dashboard using the event instructions
- Upload 'Create an Event' .PDF form to the corresponding Accredited Hosts portal
- Be familiar with Wix contact department for all questions
- Make certain all documents are saved to iCloud, Google Drives and Wix
- Sign contracts including Accredited Hosts Terms and Conditions of Use in absence of the Principal and President