



Scholarship Committee Job Description

Purpose

The Scholarships Committee provides assistance to undergraduate and graduate students, and professionals in a career in interpretation or environmental education through scholarship money as budgeted by the NAI Region 5 Executive Board. The Chairperson for the scholarship committee is responsible for the overall coordination and direction of the scholarships program.

Responsibilities

Assist the Scholarship Committee Chair with the application process, publicity, and promotion efforts across the region, and the determination of the funding amount(s) for each category.

Assist with the mailings and distribution of program correspondence accordingly.

Review all applications and score them according to the directions of the scholarship committee chair. Forward all scores to the chair by the requested deadline. Discuss applications and associated scoring via conference call or electronically and make final scholarship decisions based on a set criteria.