

## **POSITION DESCRIPTION – Scholarships Administrator / Executive**

*hard heads, soft hearts, capable hands*

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

AIEF was established to meet growing demand from Indigenous students and families for opportunities to attend leading schools and universities. In addition to scholarships, AIEF provides mentoring and career support to ensure students make a successful transition from school to further studies or employment, productive careers and fulfilling lives.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential business and community leaders.

[www.aief.com.au](http://www.aief.com.au)

### **Position Overview**

The AIEF Scholarships Team works with Educational Partners and AIEF Stakeholders to provide scholarships which enable Indigenous students to pursue their education at some of Australia's best schools and universities.

As a Scholarships Executive you will work professionally with Educational Partners and other AIEF Stakeholders to deliver the AIEF Scholarship Program and AIEF Tertiary Scholarship Program to achieve the best outcomes for Indigenous students through the administration of scholarships.

### **Responsibilities**

1. Program Delivery (50% of role)
  - Coordinate annual budget, acquittal and scholarship distribution procedures.
  - Regularly review and suggest improvements to program policies, processes, timelines and documentation to ensure responsiveness to stakeholder needs, best practice, efficiency, effectiveness and compliance.
  - Facilitate an assessment process for prospective Educational Partners including data analysis processes, approval and recommendation memos and the development of partnership agreements.
  
2. Relationship Management (20% of role)
  - Establish and maintain productive and professional relationships with Educational Partners (school, universities and colleges) and other AIEF stakeholders (e.g. Corporate and Foundation Partners).

- Support stakeholder relationships through the facilitation of regular meetings with AIEF stakeholders.
- Respond to enquiries regarding the availability of scholarships and AIEF policies and procedures.

### 3. Data Management (20% of role)

- Update and maintain AIEF's CRM database to ensure best practice, accuracy and data integrity, with specific regard to Educational Partner data for the purpose of reporting to Government and AIEF stakeholders.
- Assist in the development of reports to Government and AIEF stakeholders.

### 4. Corporate and Foundation Scholarships (where relevant) (10% of role)

- Facilitate corporate/foundation specific scholarships (in collaboration with the AIEF Pathways Team) including project plans, program materials (application form, information brochure), application, assessment, selection and recommendation processes and acquittal and scholarship distribution procedures.
- Coordinate reports and other information and data (as required) for corporate/foundation stakeholder meetings and annual acquittal processes.

## **Selection Criteria**

To be successful in this role you will:

- Have superior administration skills, including experience with data management and analysis as well as a high level of experience and accuracy in the use and maintenance of customer relationship management (CRM) databases or similar.
- Possess the confidence to liaise with a range of stakeholders, particularly about the delivery of their responsibilities related to Scholarships Agreements.
- Be analytically minded with experience handling financial distributions, budgets and acquittals.
- Have strong written communication skills, with a high level of attention to detail and exposure to drafting and developing a range of documentation including letters, memorandums, agreements, policies and procedures.
- Be able to think critically and logically, preferably with experience in the review and management of contracts.
- Be highly proficient in using Microsoft Office, specifically Excel and Word.
- Have 2 – 5 years of relevant work experience.

This position is based in our Sydney office and travel is required as a normal part of the role.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

**To Apply**

Please send your resume with a cover letter of 1/1.5 pages addressing the first six criteria that are listed above under “The Person” to [jobs@aief.com.au](mailto:jobs@aief.com.au). Please also include where you saw this advertisement.

**Applications Close Wednesday 13 February**

*AIEF values diversity in our workforce and encourages applications from candidates of all backgrounds, especially Aboriginal and Torres Strait Islander peoples.*