

Position Description

Job Title: Scholarships Manager

Reports to: CEO

Hours: Full time with some flexibility.

Location: Melbourne CBD. Interstate travel may be required.

Overview

Since 2001 the General Sir John Monash Foundation has become one of the major contributors to developing the next generation of Australian leaders through identifying and awarding numerous John Monash Scholarships to outstanding young Australians to study at a post graduate level overseas.

The appointee will support the CEO to build on the Foundation's successes and achieve the Board's objectives of the Foundation being a world leading and self-supporting postgraduate scholarship and leadership organisation.

This unique position is a varied role within a small team and requires a specific set of skills. These include project management; event coordination; excellent communication skills, both written and interpersonal; confidence with a wide range of stakeholders; and an understanding of the higher education sector.

The role requires the maturity and empathy to effectively engage with and nurture past and present scholars, advise aspiring scholars and ensure that the processes to select scholars who have the qualities and characteristics of a John Monash Scholar including academic excellence, a meaningful understanding of John Monash's legacy of leadership and a genuine commitment to contribute to Australian society.

Responsibilities

The Scholarships Manager is responsible for managing the complex and rigorous selection process and serves as the main point of contact for scholars throughout their studies while also providing and managing ongoing engagement with the Alumni. The key responsibilities and tasks are as follows:

SELECTION MANAGEMENT:

The Scholarships Manager is responsible for the management and delivery (with administrative support of the office) of the yearly John Monash Scholarship Selection process, this includes:

Promotions:

- Coordinate with Universities around the country to arrange and participate in Scholarship presentations – includes in person and online
- Support Marketing Manager with preparing Scholarship promotion presentations

Application and panel administration:

Pending application numbers, there are panels representing each State and Territory plus four days of National Panels. This process is managed with support from the office but requires a capacity to connect with and maintain relationships across a wide spectrum. Sophisticated communication skills and detailed record keeping are essential.

Key tasks include:

- Managing the online application platform
- Arranging the dates, locations, hosts and panellists for the first and national round panels
- Preparing and disseminating information and guidelines for volunteers participating in the selection process, including online reviewers and interview panellists and all subsequent communications and reporting

Selection volunteer management:

Panel Management includes managing the selection process involves putting together high- level panels comprising academics, business executives and other senior representatives across sectors. This involves:

- identifying appropriate panellists, panel chairs and application Reviewers in consultation with board directors and the CEO, managing all communications involved in securing their support, the panel program dates and logistics
- continuing relationship management with all selection volunteers

Candidate management:

Candidate management includes all contact with candidates and potential candidates for the John Monash Scholarship, at all stages of the selection cycle.

SCHOLAR MANAGEMENT:

The Scholarships Manager is the key contact for all current Scholars and Alumni in the office. By growing and developing the Alumni community, the Foundation can ensure that the network is better linked to resources, people and networks around Australia and the world.

Key tasks include:

- Liaising with the Scholars Advisory Committee, scheduling the quarterly meetings and preparing agendas, minutes etc.
- Supporting new Scholars with their applications to various institutions overseas, which includes writing references and funding confirmation documents

REPORTING:

The Scholarships Manager is responsible for periodical reporting including for: Board reports, the academic review panel, supporter reports and annual report data.

EVENTS:

In collaboration with the CEO and other staff, the Scholarships Manager is deeply involved with Foundation events which include: Presentation Ceremony of each Scholar cohort, New Scholar Leadership Development Program and Academy events and Supporter engagement.

Key Skills Required:

- Excellent communications skills, verbal and written with outstanding attention to detail
- Project management capabilities and the capacity to juggle multiple projects
- Understanding of the tertiary sector in Australia and ideally overseas tertiary sectors
- Ability to work well within a small team, requiring flexibility and multi-tasking
- Strong data skills and experience with CRM systems and standard office software (Excel required)

Qualifications:

Relevant undergraduate degree and work experience.