

## **GIRLS STATE JOB DESCRIPTION**

### **Title: Scholarships**

May serve as a member of the Girls State Committee and participate in any discussions held and/or decisions which need to be made by the Committee.

Will deal with all aspects of the Scholarship process. Contact the colleges to see which ones will provide scholarships for this session.

Will be in charge of reviewing all scholarship applications. It is recommended that any application, which is not totally complete, be eliminated.

If needed, will be in charge of seeing that all of the applicants are interviewed. The Special Events staff member and Office Manager may be your assistants and you may use additional other staff as necessary. It is your prerogative to establish a method of interviewing, if desired. Interviews are usually done during the Delegate's elective, first thing in the morning, or after the evening sessions. If possible, all applicants for one particular college should be interviewed by the same staff members.

Will select a winner and an alternate for each scholarship. You will work with Office Manager to develop letters to be sent to all of the colleges informing them of the winners and alternate's names and addresses. You will work with the Office Manager to develop letters to the Delegates receiving the scholarships, explaining what the scholarship includes and whether it is renewable. Copies of all these letters will be put in the Girls State files. Keep all applications and turn in to the Director.

Will deal with all aspects of the Samsung Scholarship (applications, selection process, presentation of award, and notification of National).

Will provide copies of all correspondence concerning the Girls State program, both incoming and outgoing, to the Girls State Director, Department President and Department Secretary.

Will serve as an assistant to the Commissary/Special Events staff member in the completion of her assignment.

Will maintain proper conduct at all times as the Delegates should see you as an example of a dignified leader.

If you have free time, you may attend any of the sessions you wish.