

School of the Ozarks Family Scholarship Coordinator

School of the Ozarks is seeking a Family Scholarship Coordinator. This part-time staff position will administer School of the Ozarks' MOScholars program, a K-12 education scholarship program providing support through private donations funded by Missouri state tax credits.

This position requires excellent communication and organizational skills, attention to detail, the ability to work independently, and a flexible schedule. Specific responsibilities include communicating with and assisting families who could/do apply for MOScholars Scholarships (new students, siblings of former recipients) and tracking and managing MOScholars donations.

The successful candidate will support the Academic, Vocational, Christian, Cultural, and Patriotic mission pillars of the College. This is a part-time position and does not include benefits. This position will report directly to the Special Assistant to the President and Provost Emeritus and work closely with the Dean of the Lab School. Position requires passing a background check. Please submit applications/resumes to Vicki Wrosch, Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail hr@cofo.edu