



## **MOScholars Education Assistant**

### **Ministry Position Purpose**

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the MOScholars Education Assistant is responsible for assisting the Director of Schools in carrying out the District's involvement in Missouri's Educational Assistance Organizations (EAO) Tax credit Empowerment Scholarship Program. They will coordinate and execute reporting requirements with the MOScholars Empowerment Scholarship Program.

### **Pay & Benefits**

\$25 per hour

Retirement and Disability through Concordia Plans, scheduled holidays, PTO, and Vacation days.

### **Equipment Provided**

Hardware and software equipment necessary for operating a deployed position, along with a phone allowance.

### **Hours and Schedule**

The position is flexible, part-time. Monday through Friday, not exceeding 25 hours a week. Hours are flexible during the week, being built around school business hours to allow for proper phone communication to complement email communication with applicants and schools. This is a deployed work-from-home position that always requires adherence to district professional guidelines when working and representing the district.

### **Essential Position Functions**

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ in all interactions.
- Provide customer service support and guide scholarship family applicants (qualifications, due dates, pre-application process, application hotline, notification letters, account support)
- Provide monthly updates to Lutheran Schools with students in the program (e.g., funding going out, confirmation of enrollment, timelines, deadlines, re-enrollment support, compliance information, etc.).
- Coordinate with partner schools to ensure all reporting requirements are completed regarding student status changes, new students, and proper end-of-year assessments.
- Maintain accurate funding lists utilizing approved management software (monthly).
- Monitor, manage, and provide proper approval and guidance for families utilizing the state-approved funding dispersal systems weekly (currently Class Wallet and Box).
- Monthly Zoom in with the Director of Schools to provide an update on funding lists, management of systems, compliance information for schools, and any support needs.
- Maintain detailed disbursement records for annual audit reports.

### **Experience and Qualifications**

- A minimum of a High School Diploma or higher
- Experience with various spreadsheets and data entry programs with knowledge of Microsoft Office Suite
- 3 to 5 years of related work experience

### **Additional Knowledge, Skills, and Abilities**

- Supportive of the mission and ministry of the Missouri District
- Creative, flexible, self-directed, problem solver with an attention to detail
- Ability to effectively communicate and collaborate with applicants, schools, and colleagues
- Ability to manage multiple priorities in a deadline-driven environment

### **Accountability**

The MOScholars Education Assistant is accountable to the Director of Schools.