



POSITION DESCRIPTION

POSITION TITLE: **Scholarship Coordinator**

REPORTS TO: **ASHHNA Executive Committee**

Aims of the position:

- **Coordinate Educational Award process**
- **Coordinate applications**
- **To liaise with GlaxoSmithKline about award funds and the winners of the award for each year.**

Purpose of the position:

- **To provide a coordinated approach to manage the GlaxoSmithKline/ASHHNA educational award**

Key Responsibilities:

- **Notify GlaxoSmithKline of scholarship winners and send the winners report**
- **Winners report to be placed in ASHHNA newsletter.**
- **Following the closing date of the educational award application, request funds from GlaxoSmithKline for the educational award for the coming year.**
- **Advertise scholarships to ASHHNA members via the newsletter, list server and web site.**
- **Place the PDF of the Educational Award application form on the web site and keep it up to date.**
- **Send out the forms to sexual health nurses requesting application package or notify them of where to access on the web site.**
- **Collate, photocopy and send to the executive committee after the closing date and before the last meeting before the AGM for assessment of the criteria of the applicants by ASHHNA executive members so a decision about award winner/winners can be made.**
- **Recommence the process for the coming year.**