

JOB DESCRIPTION

POST DATE: 11/15/2022 **CLOSE DATE:** 12/01/2022 **DESIRED START DATE:** 02/01/2022

WORKING TITLE: Student Recognition & Scholarship Coordinator

STATUS: Exempt, Full Time

ORGANIZATION NAME: Texas FFA Association

LOCATION: Austin, TX

REPORTS TO (TITLE(s)): Executive Director, Texas FFA Association

SUPERVISES: Student Recognition & Scholarship Intern
(Summer)

JOB SUMMARY:

The student recognition and scholarship coordinator is responsible for coordinating, evaluating, revising and managing the competitive event and scholarship programs that have been identified and developed by the Texas FFA Association board of directors. The student recognition and scholarship coordinator ensures that the Texas FFA Association utilizes cutting-edge methodologies and technologies in order to deliver student-centered programs that meet the strategic priorities of the Texas FFA Association board of directors. The individual selected for this position must possess the ability to efficiently and effectively manage multiple programs simultaneously and must have a strong understanding of the FFA's competitive event and scholarship program, as well as program management experience. The individual selected must be willing to travel to all state-level events managed by the student recognition and scholarship coordinator. **To apply, submit a resume and letter of interest to Jennifer Jackson, Texas FFA Executive Director, at jennifer@texasffa.org.**

ESSENTIAL FUNCTIONS:

- **Provider Relations:** Manage the relationship with the Agricultural Consortium of Texas-member institutions, Wildlife Alliance for Youth, Texas Forestry Association, and other providers of Texas FFA competitive events. Provide opportunities for recognition of key volunteers through adult recognition policies and procedures.
- **Programmatic Advisory Committee Operations:** Work with the chairpersons of the programmatic advisory committees to develop agendas and collateral documents, take notes and develop minutes, distribute minutes for committee approval, develop committee recommendations for board presentations, schedule periodic conference call meetings to solicit feedback on all events.
- **Event Policy and Rules:** Amend and post rule revisions pursuant to suspense dates prescribed in policy and rules.
- **Rule Revisions Cycle Management:** Foster working relationships with the National FFA Organization's event staff members. Work with programmatic advisory chairpersons to create timelines for review of policy and rules to ensure completion by policy-mandated suspense dates.
- **Annual Supporting Material/Scenario Revision:** Provide for the annual review of all test banks, reference materials, study chapters, and scenarios pursuant to timelines prescribed in the rule and/or policy.
- **Manage Event and Award Registration Systems:** Ensure the timely opening of registration for the district, area, and state registration portals.
- **Create and Manage Individual, Chapter, and Statewide Participation Data:** Work with scoring providers and other technical support contractors to develop and implement strategies for creating and verifying participation records for individual members and chapters.
- **Applications:** Provide for the development and updating of online applications as needed.
- **State Scholarship Selection:** Review, proofread, and edit scholarship applications, which includes the process of verifying all course grades, agricultural science course participation, standardized test scores, and FAFSA data against the applicant's transcript. Assist scholarship advisory committee chairperson with data entry, development, writing, and email notification to recipients and other responsibilities as appropriate. Communicate regularly and appropriately with Texas FFA Foundation staff and scholarship donors. Schedule, facilitate, and attend the scholarship interview process.
- **Advanced Award and Degree Selection:** To the extent necessary, work cooperatively with the Texas FFA SAE and Swine Validation Coordinator to establish rooms and schedules, compile recipients, finalists, and winners for the state FFA convention program and student officer convention scripts. Communicate with Area Coordinators to secure judges for all required events, as prescribed in the rules/policy.
- **Recognition:** Facilitate the review and selection of recognition hardware and assist appropriate chairpersons in the procurement of individual and team awards. Review and submit annual requests for convention plaques and awards. Facilitate verification and submission of information for the state FFA convention program. Work with appropriate superintendents, chairpersons and contract meeting planners to organize convention award meal functions, including but not limited to meals, programs and speakers.
- **Agricultural Science Teachers Conference:** Identify needs for a teacher or new teacher inservice. Be present during the conference to facilitate programmatic advisory committee meetings and take accurate minutes.

- **National Competition:** Provide for the certification of career development event (CDE, LDE, and SDE) entries to National FFA competition, National Land, Range, and Homesite, National Wool, and other national competitions including but not limited to National Western and the American Royal. Manage national convention housing block, prepare national CDE qualifier materials, declare national CDE entries and manage certification and approval of the addition, deletion and substitution of team members.
- **National Evaluator, Judge, and Committee Participation:** Facilitate the engagement of teachers, teacher educators, and other stakeholders as national-level application evaluators, event judges, and advisory committee members.
- **Publications:** Solicit photographs and calendar information to complete Texas FFA publications including Texas FFA News Online, Texas FFA Event Calendar, Texas FFA Convention Program, etc.
- **Communications:** Provide competition and scholarship updates to be included in statewide email distributions on a regular basis. Work with providers to establish calendar dates for competitive events and the scholarship selection process. Work proactively with the communications coordinator and other staff members to ensure complete coverage of competitive events and scholarship programs and processes.
- **Professional Development:** Upon approval of the executive director, participate in relevant in-service and training to acquire new skills or to update professional knowledge to improve performance.
- Perform other duties as assigned by the executive director.

EDUCATION:

Bachelor’s degree required, teaching experience preferred.

EXPERIENCE:

The student recognition and scholarship coordinator should have strong writing and proofreading skills, appropriate technical skills to operate MS Office software, manage large databases, troubleshoot electronic applications and complete basic web design and maintenance, have strong customer service skills, capacity to interpret data and be willing to perform some duties in locations, not in the Austin area. The student recognition and scholarship coordinator must possess significant knowledge of FFA and FFA programs in order to perform the duties listed above.

INTERNAL/EXTERNAL CONTACTS:

Level of Responsibility

- Employees at this location.
- FFA representatives at other locations.
- General public.
- Professional associations.
- Vendors.
- Governmental offices.

	Daily	Weekly	Monthly	Periodically	Rarely
● Employees at this location.	X				
● FFA representatives at other locations.		X			
● General public.				X	
● Professional associations.		X			
● Vendors.				X	
● Governmental offices.					X

EQUIPMENT KNOWLEDGE:

X	Computer	X	Meeting Software	X	Telephone	X	Printer	X	Scanner
X	Calculator	X	Copier	X	Camera	X	Audio Visual	X	Smart Phone

PHYSICAL DEMANDS:

X	Writing	X	Walking	X	Speaking	X	Hearing	X	Seeing
X	Standing	X	Driving	X	Carrying		Crawling		Pulling
X	Mobility		Pushing	X	Reaching		Squatting		Kneeling
	Climbing	X	Lifting to 15 lbs.	X	Traveling by Air/Car	X	Travel Time ≤20%	X	Attend Convention
X	Sitting		Other:		Other:		Other:		Other:

MENTAL DEMANDS:

X	Reasoning	X	Analytical Reasoning	X	Math	X	Problem Solving
X	Detailed Work	X	Customer Contact	X	Presentations	X	Verbal Communications
X	Changing Priorities	X	Language	X	Training	X	Written Communications
X	Reading Documents or Instructions	X	Multiple Concurrent Tasks	X	Constant Interruptions		
	Other:		Other:		Other:		