

**OOSC Scholarship Chairperson  
OSAN AB, REPUBLIC OF KOREA**

POSITION CONTROL NUMBER: 21

POSITION TITLE: Scholarship Chairperson

AGENCY/ORGANIZATION:

UNIT NAME: Unit 12072

LOCATION: APO AP 96278-2078

DUTIES AND RESPONSIBILITIES:

- 1) Serve as a voting member on the Governing board.
- 2) The OSC President appoints the Scholarship Chair.
- 3) Reports to the 2<sup>nd</sup> Vice President.
- 4) Will attend all OOSC functions, if possible.
- 5) Select a co-chair to assist you, if desired.
- 6) Select a Scholarship Committee consisting of OOSC members in good standing. The OOSC Second Vice President will also sit on this committee.
- 7) The OOSC's scholarship program was established to financially assist high school seniors, active duty military, DOD civilian, US Embassy Personnel, invited contractors, military retirees and their dependent spouses to further their education. These are merit-based scholarships.
- 8) The OOSC board determines the total dollar amount of funds designated for scholarships. The scholarship amounts and distributions will then be determined by the scholarship committee.
- 9) Duties include: Update scholarship application packets, choose an essay topic and deliver them to the 51FW Judge Advocate's Office for review if there are any significant changes made to the application. Once they are updated and approved, ensure applications are available on the OOSC web site. Work with the OOSC Publicity Chair and OAHS Guidance Counselors to publicize/advertise the availability of scholarships.
- 10) Select judges. It is best to have 5, but no less than 3. They will be selected from the community, preferably with as diverse a representation as possible. They will not be an OOSC member, a parent of a high school student, of affiliated with the Osan American High School. The more distant the relationship from the applicants the better.
- 11) Scholarship applications will be mailed to the OOSC PSC Box. The chair will then blacken out any identifying information, copy and distribute for scoring.
- 12) Upon independent completion of scoring, the applicants are then ranked. The scholarship amounts and distributions will then be determined the scholarship committee.
- 13) The winners, alternates and other applicants are notified by mail as to their status. High School Scholarship recipients' certificates are presented at the Senior Awards Ceremony by a representative of the OOSC. Every attempt will be made to present all other scholarship certificates in a public forum.
- 14) QUALIFICATION REQUIREMENTS:
  - A) Have customer service skills.
  - B) Good attitude and ability to interact with others.

POSITION DURATION: OOSC board year (May- June)

TIME REQUIRED: 25hours/month (during season)

UPDATED: April 2011