



Job Description – Education Committee Scholarship Rep

Reporting to: Education Chairperson
Working with: Website Committee Newsletter/Flyer Rep, Website Committee Communications Rep, Website Committee Legislation Rep, Website Committee Industry Rep
Term: January – December

Job Function:

The main job function of the Scholarship Rep is to promote the ASIS Toronto Chapter Scholarships, and ASIS membership to qualified post secondary students enrolled in an industry qualified diploma course.

Job Responsibilities:

- Attend meetings with the Education Committee
- Ensure Scholarship program conforms to ASIS International standards
- Liaise with post secondary program coordinators to confirm scholarship approval and institutional acceptance
- Attend post secondary educational institutions educating students about ASIS International, ASIS professional Certifications (CPP, PSP, PCI) and the ASIS Toronto Chapters Scholarships
- Distribute ASIS International membership applications and ASIS Toronto Scholarship criteria and applications
- Receive and screen ASIS Toronto Chapter Scholarship applications
- Present Scholarship application finalist to the Education Committee for winner selections by the Chapter Executive
- Confirm and coordinate scholarship winner's attendance at the October award appreciation event.

Created: December 2007

Revised: