

# Volunteer Position Description: International Scholarship Reviewer



**Purpose:** Annually, approximately 200 volunteers are needed to serve as application reviewers for the Kappa Delta Pi International Scholarship Program. This review is a competitive non-biased process that relies on the expertise of KDP members who serve as application reviewers.

A minimum of 3 reviewers score each application, using an established rubric, through our online portal. KDP strives to balance the composition of the review panel based on geographical location and industry experience.

**Reports to:** Development Coordinator

**Length of Commitment:** 1 month (May 2019 will be the next review cycle)

**Expectations:** Review between 10-20 scholarship applications, depending on size of applicant and volunteer pools

## Desired Qualifications and Attributes:

- Active KDP members only
- Five years minimum experience working in a professional setting—preferably in PreK–12 or higher education
- Available to dedicate 4–8 hours to review applications between May 6 – June 7, 2019
- PhD or EdD preferred, but not required; cannot be currently seeking an undergraduate degree
- Comfortable conducting the review process online, using the rubric provided by KDP
- Willing to donate your time as a volunteer and understand that there is no monetary compensation for your time served as a scholarship reviewer.

## Key Responsibilities:

- Review applications during identified timeframe using online portal.

**Contact the Staff Liaison only if you have specific questions about the position.**

**Staff Liaison:** Sam Tarlton, Development Coordinator

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