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College Hub Seasonal Program Specialist

This position lasts September 2017-March 2018

Description

The College Hub, Austin's first college support center for low-income nontraditional students, provides wraparound support services to help students get to and through college. Services include financial aid assistance, student support services, scholarships, and scholarship mentoring. We also offer a free college course in the Humanities called Free Minds. The College Hub is seeking (2) Seasonal Program Specialist who are responsible for helping students complete FAFSA/TASFA applications and following up with students and families as necessary.

Job Responsibilities

- Develop knowledge of FAFSA (Free Application for Federal Student Aid) and TASFA (Texas Application for State Financial Aid) forms and financial aid resources for higher education (paid training is provided)
- Complete FAFSAs/TASFAs and all required financial aid forms for students and parents
- Follow established best practices to ensure a maximum number of clients served accurately
- Ensure student data is accurate, updated, and protected
- Coordinate appointments and on-going support to students and families
- Conduct follow-up activities to prior year and current year students
- Assist with internal and external outreach activities to inform community about services
- Participate in staff meetings
- Provide insights, suggestions, and feedback to Program Coordinator
- Perform data entry and other administrative duties as needed
- Other duties & responsibilities as assigned

Basic Qualifications

- GED or High School Diploma
- Experience providing customer service
- Experience completing the FAFSA or TASFA
- Knowledge of the college financial aid process
- Strong attention to detail
- Ability to speak, read, and write Spanish is highly desired

Requirements

- Travel between sites may be necessary
- Certify through the advanced level of tax preparation (training provided)
- Ability to work in high traffic, noisy community center

To Apply

Please send a cover letter, three references, and resume to resumes@foundcom.org. Be sure to type Seasonal College Hub Program Specialist in the email subject line. No phone calls or in-person visits, please. Our seasonal positions pay \$13-14 per hour depending on a candidate's experience and the position's responsibilities.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.