



Job Announcement College Hub Program Specialist

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 a Program Specialist who is passionate about higher education and helping people reach their goals. Job responsibilities include but are not limited to:

- Providing one-on-one support to prospective and current college students, including:
 - Complete financial aid applications (FAFSA and TASFA) and all required financial aid forms for students and parents
 - Provide college coaching and planning assistance to students
 - Help students complete college applications and admissions paperwork
 - Work with students to find resources for both academic and non-academic barriers
- Coordinating the administration of Foundation Communities' 3 scholarships, including:
 - Manage the timeline and workplan for the 3 scholarships
 - Work with the Outreach Coordinator, College Hub team, and community partners to promote the scholarship programs and increase the number of eligible applicants
 - Work with the Finance team to distribute scholarship checks
- Coordinating the scholarship mentoring program, including:
 - Maintain the quality of scholarship mentoring services
 - Work with the Volunteer Coordinator to recruit, train, support, and manage volunteer scholarship mentors
 - Work with the Outreach Coordinator and College Hub team to promote scholarship mentoring and increase participation
 - Collect data on the scholarship mentoring program and follow up with students to ensure retention

Minimum Qualifications: Associate's degree or two years of relevant experience; experience working with students transitioning to college and serving low-income clients or students; ability to read, write, and speak Spanish.

Preferred Qualifications: Two years' experience delivering academic support initiatives; experience working with multicultural students and students with diverse backgrounds; experience coordinating programs; experience completing FAFSA and TASFA forms and knowledge of financial aid resources

Position Information:

This is a full-time (40 hrs a week), year-round, benefits-eligible position consisting of daytime, evening and Saturday hours. The pay for this position is \$16/hour.

To Apply: Submit a resume and thoughtful cover letter to resumes@foundcom.org. Be sure to type College Hub Program Specialist in the email subject line. No phone calls or visits please.

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.