



## **Job Announcement**

### **College Hub Program Coordinator**

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 College Hub Coordinator who is passionate about higher education and helping people reach their goals. This position reports to the College Hub Manager.

#### **Job Responsibilities**

- Provide one-on-one support to prospective and current college students, including assistance with financial aid applications (FAFSA and TASFA)
- Develop and implement operations procedures across multiple sites
- Hire, train, and supervise seasonal staff to prepare FAFSAs/TASFAs during peak financial aid season
- Coordinate College Hub participation at community and school events
- Ensure that the number of financial aid applications completed is on track with annual goals
- Other duties as assigned

#### **Required Qualifications**

- Bachelor's degree and a combination of two years' experience in admissions, student services, student personnel, or related field
- Strong communication skills (written, oral, and interpersonal) required
- Proficiency using standard office computer programs and databases
- Experience collecting, reporting, and using data to make strategic decisions
- Ability to work in a team while also handling individual day-to-day responsibilities independently
- Ability to read, write, and speak Spanish

#### **Preferred Experience**

- Experience developing and managing partnerships and relationships
- Detail-oriented with strong organizational skills

**Position Information:** This is a full-time (40 hr/wk), year-round, benefits-eligible position consisting of daytime, evening and Saturday hours.

**To Apply:** Submit a resume and thoughtful cover letter to [resumes@foundcom.org](mailto:resumes@foundcom.org). Be sure to type College Hub Program Coordinator 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.*