



Job Announcement

Seasonal College Hub Program Specialist

This position lasts September 2018 – April 2019

We are looking for a **Seasonal College Hub Program Specialist** who is passionate about higher education and helping people reach their goals. The mission of the College Hub – Austin’s first college support center for low-income, nontraditional students – is to empower those who face barriers to higher education so that all students in Central Texas have the tools to realize their goals, from application to graduation. At the College Hub, students can access a range of wraparound services, including one-on-one college coaching and planning, financial aid application assistance, access to scholarships, and a two-semester Humanities course called Free Minds.

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 and TASFAs and all required financial aid forms for students and parents
- Follow established best practices to ensure a maximum number of clients served annually
- 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 College Hub Coordinator
- Perform data entry and other administrative duties as needed
- Other duties as assigned

Qualifications

- GED or High School Diploma required; Bachelor’s degree preferred
- Experience providing customer service
- Experience completing the FAFSA or TASFA
- Knowledge of the college financial aid process
- Strong attention to detail
- Ability to read, write, and speak Spanish

Requirements

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

To Apply: Submit a resume and thoughtful cover letter to resumes@foundcom.org. Be sure to type “Seasonal College Hub Program Specialist” in the email subject line. The position pays \$15-16 per hour based on experience.

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.