



Position Announcement

Job Details

Job Title: Program Coordinator – TCU Scholarships
FLSA: Exempt
Position Type: Full-time
Reports To: Assistant Director of Student Success Services
Location: Denver, CO
Date Modified: April 7, 2017

Description

The Program Coordinator (Coordinator) is an integral part of the Student Success Services (SSS) Team that administers scholarship and other student support programs in order to fulfill a core mission of the American Indian College Fund – offering students access to knowledge, skills, and cultural values that enhance their education, their communities, their careers and the country as a whole. The Coordinator manages and administers the TCU Scholarship Program. In addition, the Coordinator assists the Student Success Services Team in the overall administration of all scholarships and other student success programs, and represents the College Fund at various events.

Essential Job Functions

- Manages the TCU Scholarship Program
 - Develops and maintains an intimate knowledge of tribal college program and enrollment details in order to accurately match donor criteria with tribal college and university characteristics
 - Works closely with Resource Development staff to ensure the accuracy of donor criteria they provide
 - Accurately determines the appropriate distribution of TCU Program scholarship funds to appropriate tribal colleges and universities
 - Creates and disseminates the TCU Scholarship Program disbursement policies and procedure documents, scholarship disbursement criteria information, and maintains accurate and timely communication with the tribal colleges and universities
 - On an ongoing basis, audits TCU Scholarship Program recipient data from the tribal colleges and universities for timeliness and accuracy of scholarship awarding
 - Investigates and resolves all issues in a timely manner through negotiations with the tribal college and university staff
 - Develops constructive working relationships with financial aid representatives and other staff at the tribal colleges and universities and supports TCU staff with their questions and meeting scholarship objectives and policies
 - Provides timely and accurate donor reports for the TCU Scholarship Program to Resource Development staff based on identified deadlines

- Supports scholarship database administration
 - Provides technical assistance for students, tribal college and university staff, and College Fund staff on the scholarship database
 - Reports technical issues with the scholarship database to the appropriate SSS team member
 - Recommends enhancements to the scholarship database for gathering, tracking and reporting data
 - Assists with administration of the Full Circle Scholarship Program as requested
 - Supports SSS programming
 - Assists in success coaching of scholarship recipients
 - Promotes use of online coaching tools for career readiness and financial literacy by tribal colleges and universities and students
 - Works regularly with staff responsible for other areas (e.g. Career Readiness/Internships, Native Pathways, Circle of Scholars)
 - Represents the College Fund at various marketing/recruitment events such as conferences, tribal college and university visits, high schools, and other Native American events
 - Assists in general office support (calls, emails, mailings) as needed
 - Assists with programs and events as needed
 - Completes other duties as assigned
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Job Requirements

Competencies

- Proficient IT skills particularly with databases and Microsoft Office products
- Demonstrated initiative and creativity in program development and administration
- Ability to develop and enhance relationships
- Ability to meet deadlines for a wide variety of job assignments
- Ability to manage numerous tasks and/or projects at one time
- Attention to and tolerance for detail
- Ability to work independently with minimal direction
- Ability to work collaboratively within and across departments as well as with external partners
- Proven ability to accomplish defined goals and objectives
- Experience presenting for small and large groups
- Proficient in utilizing spreadsheets
- Ability to allocate and reconcile budget funds
- Ability to travel extensively during certain periods

Education/Experience

- Bachelor's Degree or an equivalent combination of education and experience

Preferred Qualifications:

- Experience working in a college or university student services area, especially in a tribal college or university
- Experience working with American Indian/Alaska Native or other underrepresented student populations

Work Environment and Physical Activities

- Professional office environment

- Frequent keyboarding
 - Lifting up to 35 pounds
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Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

To Apply:

Qualified applicants: please send a letter of interest, salary requirements and a current resume by email (with Word or PDF documents, combined in one attachment, and in the subject line, list your name and Program Coordinator – TCU Scholarships), to Human Resources at applications@collegefund.org. All requested information and documents required. Open until filled.

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