



DREAM BIG. WORK HARD. WE'LL HELP.™

College Resource Specialist

Job Summary: The College Resource Specialist is responsible for providing support and resources to I Know I Can college students to increase their academic readiness, progress and success.

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable and support Columbus City Schools students as they pursue and complete a college education. IKIC achieves its mission by providing the materials, financial support, mentoring and advising services needed to help Central Ohio students overcome barriers and achieve their college dreams.

Essential Duties and Responsibilities:

- Assist with the daily operations of the college funding department including but not limited to the IKIC Grant, Project Scholar, the Save Smart program, OCIC Scholarship, Founders' Scholarship and FAFSA workshops
- Assist with administrative duties for all college funding sources including bulk mailings, written, phone and/or email correspondences regarding award notification and statuses
- Serve as a liaison between the IKIC staff, colleges, high schools and the college funding department regarding college funding updates and program statuses
- Create college funding marketing/event materials such as flyers, invitations, fact sheets and newsletters
- Communicate regularly with program participants and constituents via phone, email and written correspondence in an effort to increase participation and retention
- Work collaboratively with program director to collect, monitor, analyze and report program and performance data
- Generate program specific reports using participation and performance data
- Maintain accurate participant records through database and file management
- Provide intentional, intrusive advising to Project Scholar participants based on NCAN's Common Measures for college access and success via college visits, phone calls, emails, one-on-one advising and/or group workshops
- Facilitate pre-collegiate workshops to incoming college freshman to increase awareness and decrease summer melt for program participants
- Assist with the creation, implementation and onboarding of new online applications for all college funding sources
- Collaborate with program director to establish, execute and review application processes for Project Scholar and other IKIC college funding sources as needed
- Develop and execute communication plan to recruit and retain students and families to participate in programs as well as to raise awareness about all IKIC funding opportunities
- Provide financial education to program participants to develop skills and information to promote both economic self-sufficiency and financial management as it relates to financing a college education
- Create timelines and effective processes for all IKIC funding programs
- Work with program director, college advising managers and community volunteers to plan and execute FAFSA workshops throughout the district and community

Qualifications:

- Bachelor's degree required
- Previous experience working in college admissions, financial aid or college access

- Ability to effectively communicate and carry-out IKIC's mission and goals
- Excellent oral and interpersonal communication and public speaking skills
- Attention to detail and strong organizational skills
- Ability to work in a fast-paced and changing environment
- Strong commitment and passion for promoting access to higher education for everyone
- Strong knowledge of Microsoft Office Suite required
- Some evening and weekends are required

Benefits and Compensation:

I Know I Can offers competitive compensation and benefits package, including medical, dental, vision, life insurance and long-term disability coverage.

Position reports to: Director of College Funding

How to Apply:

Interested candidates should send cover letter and resume to:

Kim Hayes, Director of Finance and Operations

khayes@iknowican.org

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