



DREAM BIG. WORK HARD. WE'LL HELP.™

## College Resource Specialist

**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.

**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. This position also directly provides administrative support to the College Funding department and all of its funding sources.

### **Essential Duties and Responsibilities:**

- Assist with the daily operations of the college funding department including but not limited to the IKIC Grant, Dream Big Scholarship, OCIC Scholarship, Founders' Scholarship and any future funding initiatives
- Assist with administrative duties for all college funding sources including bulk mailings, preparation of checks, internal funding audits, written, phone and/or email correspondences regarding award notification and statuses
- Serve as 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 Dream Big Scholarship 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
- Collaborate with program director to establish, execute and review application processes for new funding initiatives 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

**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

[employment@iknowican.org](mailto:employment@iknowican.org)

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