



DREAM BIG. WORK HARD. WE'LL HELP.™

College Funding Data 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 Funding Data Specialist is primarily responsible for providing data entry support for the scholarship and grant application intake processes. Responsibilities include collecting and entering data in databases and maintaining accurate records of confidential student information. Our ideal candidate has essential data entry skills, with an eye for detail and familiarity with spreadsheets and online forms. This position also directly provides administrative support to the College Funding department and all 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, Columbus Promise, and Founders' Scholarship and any future funding initiatives
- Process new and renewal incoming applications for all funding sources (IKIC Grant, Dream Big Scholarship, Columbus Promise, and Founders' Scholarship)
- Collaborate with program director to establish and execute smooth process flows for all funding sources as needed
- Perform repetitive tasks with a high degree of accuracy in an ever-changing working environment within time limits
- Compile pdf documents, verify accuracy and sorting information to prepare source data for computer entry
- Review data for deficiencies or errors, troubleshoot processing errors, and correcting any incompatibilities and checking output
- Respond to queries for funding source status reports in a timely manner
- Maintain accurate participant records through database and file management
- Work collaboratively with program director to collect, monitor, analyze and report program and performance data
- Serve as a liaison between the College Funding and Data and Evaluation departments to assure accuracy with funding reports and grants compliance

Qualifications:

- Bachelor's degree required
- 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 with focus
- Strong commitment and passion for promoting access to higher education for everyone
- Strong knowledge of Microsoft Office Suite, specifically proficient in Excel and Adobe Acrobat, 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

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