



DREAM BIG. WORK HARD. WE'LL HELP.™

College Resource Specialist

Job Summary: The College Resource Specialist is responsible for providing intrusive advising 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:

- Provide intentional, intrusive advising to Dream Big Scholarship recipients based on NCAN's Common Measures for college access and success via college visits, phone calls, emails, one-on-one advising, video calls, and/or group workshops
- Manage and maintain postsecondary college access milestones of Dream Big recipients
- Communicate regularly with scholarship recipients and constituents via phone, email and written correspondence in an effort to increase participation and retention
- 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
- Create communication timelines and effective processes for Dream Big recipients
- Create college funding marketing/event materials such as flyers, invitations, fact sheets and newsletters
- Facilitate pre-collegiate orientation workshops to incoming college freshman to increase awareness and decrease summer melt for scholarship recipients
- Maintain accurate participant records through database and file management
- Work collaboratively with program manager to collect, monitor, analyze and report program and performance data
- 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 Columbus Promise
- 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 recipient statuses
- 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

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: College Funding Manager

How to Apply:

Interested candidates should send cover letter and resume to:
Kim Scott, Director of Finance and Operations
employment@iknowican.org

4200 Regent St. Suite 200 Columbus, OH 43219 P: (614) 233-9510 F: (614) 233-9512