POSITION: Post-secondary Access and Completion Scholarship Assistant

REPORTS TO: Chapter Executive Director

LOCATION: Syracuse

SALARY: Based on qualifications

KEY RELATIONSHIPS: Organizations comprised of and serving Say Yes target audiences including parents, students, teachers, SCSD School staff, Higher Ed partners, community based partners, and Say Yes to Education leadership.

PURPOSE: Say Yes to Education, Inc. (SYTE) is a national, non-profit education foundation committed to dramatically increasing high school and college graduation rates for our nation’s urban youth. Say Yes to Education provides comprehensive supports, including the promise of a full college or vocational education, aligned with what research indicates is needed to enable every child to achieve her or his potential. The Say Yes promise and supports begin when a child enters kindergarten and continue through high school and college.

DESCRIPTION: The focus of this position is on both assisting the administration of scholarship applications/awards supporting the Say Yes Syracuse initiative, and engaging and cultivating relationships with external stakeholders including families, students, SCSD, Higher Ed institutions, service providers to develop programs/activities that support Say Yes Syracuse college matriculation and completion of degree programs among Say Yes Syracuse students.

RESPONSIBILITIES:

- Serve as a member of the Say Yes Syracuse Chapter team and the Say Yes National Scholarship Team
- Assist in the facilitation of scholarship awards with NY state SUNY Higher Ed institutions and local Say Yes Syracuse compact Colleges/Universities
- Assist in managing appeals processes for students pre- and post-higher education matriculation
- Oversee Southwest Flight voucher application and disbursement process
- Assist New York State Financial Aid Administrators Association (NYSFAAA) in FAFSA completion nights at each of the high schools
- Correspond with partner institutions to ensure data from those institutions is correctly entered into eScholarship, the Say Yes scholarship data platform
• Interface with fiscal agents in the Chapter (CNY Community Foundation) as needed to manage disbursements to partner Higher Ed institutions
• Manage processes to keep all student statuses up to date
• Work with national SYTE staff as needed to establish efficient processes for development of Say Yes awards
• Work with local partners to develop programs/activities that foster and support high school to college matriculation and college completion

People Skills Necessary to Successfully Perform Responsibilities
• Ability to communicate concisely and accurately
• Ability to identify and solve problems efficiently, effectively and independently
• Exemplary interpersonal skills with the ability to work effectively with Say Yes Syracuse partners, staff and community at large, and Say Yes National staff.

Technical Skills Necessary to Successfully Perform Responsibilities
• Facility with database packages
• Project Management
• Computer related skills – Microsoft Office
• Good organization and documentation skills
• Ability to collect, interpret, and report on data
• Ability to proactively identify and implement areas for improvement

ADDITIONAL RESPONSIBILITIES:
• Recognize and value diversity within the work environment and help to cultivate and foster community in which each staff member can achieve his/her full potential
• Respect the confidential nature of certain information that will be revealed during the course of work performance. When working with private data, abide by state and federal regulations
• Manage and prioritize multiple projects
• Represent the organization at various community activities and professional associations

QUALIFICATIONS:
• Bachelor’s degree or equivalent training and experience in a discipline related to the functional responsibilities of the position:
  o Experience in systems development and capacity building
  o Experience of working effectively in collaboration with a wide range of external agencies
  o Understanding of and commitment to equal opportunities and inclusion
  o Ability to communicate and interact appropriately with professionals and community members
- Experience public speaking and facilitating presentations
- Experience planning and coordinating events
- Experience working with a range of staff and people in communities
- Ability to speak, write and dress in a professional manner
- Ability to effectively interact and communicate with others in a professional and appropriate manner, including the ability to discuss complex ideas and concepts with others
- Self-motivated, and results-oriented
- Ability to work effectively as part of a team or independently with little supervision
- Ability to organize, facilitate and manage projects and meetings in an efficient and effective manner
- Understanding of and adherence to high standards of ethics and confidentiality
- MUST have interest in and passion for the Say Yes mission and vision
- Ability to satisfy background screening: criminal and driving