



HISPANIC SCHOLARSHIP FUND

Position: Analyst, Career Services
Reports to: Vice President, Scholar Support & Career Services
Location: Gardena, CA

Who We Are/What We Do

Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation's largest not-for-profit organization supporting Hispanic American higher education, HSF has awarded over \$500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net

Department Description

The Career Services Department introduces HSF Scholars and Alumni to current internship and full-time employment opportunities with our corporate partners, as well as offering a variety of additional career-oriented resources, such as webinars, career counseling, and conferences.

Role Description

The Analyst, Career Services reports to the Vice President, Scholar Support & Career Services and supports the Department in creating and executing strategies that provide support and career opportunities for HSF Scholars and Alumni. This includes helping coordinate webinars, career consulting, and guidance; respond to Scholar inquiries, questions, and requests, and serve in various capacities in preparing and executing HSF's career conferences. It also includes ongoing support to the Career Services team to meet the needs of a diverse Scholar population, with the goal of providing them tools, resources, contacts and access to help them succeed.

Responsibilities

Scholar Support

- Responsible for building strong rapport and maintaining relationships with HSF Scholars to build knowledge of their needs and desired opportunities
- Assist with scheduling of webinars and career coaching sessions
- Monitor and maintain applicant tracking for shared partner opportunities
- Respond to all Scholar inquiries, questions, and requests

Career Services

- Scholar-Oriented
 - Assist with Scholar communications related to the Career Center/sponsor opportunities
 - Manage the recruiting process; prescreen resumes, phone screen candidates, recommend qualified candidates, and conduct pre-screen interviews
 - Evaluate Scholar suitability for internship and/or job opportunity by reviewing job requirements, applicant qualifications, and gathering key insights
 - Assist with high-volume recruiting and job promotion activities
- Managing and Tracking
 - Manage the Career Center & CEO inboxes – Reply to all Scholar questions
 - Track successful placements, recruitment consultations, mentoring sessions, and webinars
 - Monitor Scholar attendance and participation for Career Center/Sponsor events
 - Communicate recruiting updates, reports, and metrics to manager
 - Provide quarterly activities report for the Career Center, to Development
- Research and Additional Support
 - Assist with major research projects to develop career services content
 - Provide administrative support for the Career Services team and work on ad hoc projects, as necessary

Collaborative

- Collaborate with other departments on recruiting Scholars to participate in/support HSF events
- Work with IT department to create Mach forms and other platforms for syndicating Career Center opportunities

Additional

- Track and maintain documentation for partner fulfillment
- Manage the Career Center in-boxes and distribute requests appropriately
- Track sponsor benefits fulfillment as it relates to the Career Center
- Assist with researching data, creating infographics and worksheets, as requested for Scholar support and conference presentations
- Perform additional duties and responsibilities, as requested

Qualifications

Education/Experience

- Bachelor's degree from an accredited university
- 1-2 years administrative support, customer service, or sales experience preferred, but not required
- Some Spanish language skills preferred

Specific Professional Skills

- Outstanding verbal and written communication, interpersonal, and presentation skills
- Experience building a local network and skilled at developing personal connections
- Excellent organization skills and experience with project and event management
- Ability to interact with variety of audiences, from college students to senior professionals

Technical Expertise

- Computer skills required (software such as MS Word, Outlook, PowerPoint, Adobe Acrobat)
- Advanced proficiency in Excel and other Office applications

Broad Professional Skills

- Strong time and project management skills, with the ability to juggle multiple projects, timelines, and priorities, at a time
- Ability to research data, compile information, prepare reports, and maintain an efficient record-keeping system
- Demonstrated track record for getting things done accurately and efficiently

Critical Attributes

- Focus and attention to detail, imperative, plus high aptitude and inner drive to achieve accuracy
- Loves working hard, meeting deadlines, juggling priorities, and producing word-perfect output
- Highly organized and able to work independently to complete projects on deadline
- Self-motivated, resourceful, independent, and persistent problem-solver
- Able to work in a high-velocity environment
- Ability to continuously seek process improvements
- Ability to interact professionally and effectively with a diverse group of fellow team members, executives, managers, and subject matter experts

Additional Requirements

- Experience as a cross-functional team member
- Must be flexible and available for approximately up to 15% travel, and work extended work days and weekends, as required
- Ability to work and thrive in a start-up type of environment where information is not always structured and/or routinely available

Other Criteria

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job; this position requires:

- Constant sitting or standing,
- Some walking around
- Occasionally lifting no more than 30 lbs.

To Apply: email resume and cover letter to employment@hsf.net

Equal Opportunity Employer