



## HISPANIC SCHOLARSHIP FUND

**Position:** Scholar Advocate  
**Reports to:** Vice President, Recruitment, Selection, and Scholar Advocacy  
**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](http://HSF.net).

### Job Description

Under the guidance of the Vice President of Recruitment, Selection, and Scholar Advocacy, the Scholar Advocate will assist in coordinating national efforts to foster relationships with key university personnel on campuses across the country to help inform and empower Scholars with the knowledge of vital resources on their home campus; e.g. academic support and student life, graduate school preparation, career planning, internships/fellowships, balancing family and life, and managing personal finances, and other personal issues. This individual will also support the Director in managing the day-to-day activities involved in administering the scholarship programs, including implementation, documentation processing, and compliance monitoring. This individual will refer students to campus resources which will assist the students in areas such as: academic advising, crises/critical incidents, cultural expectations, transitioning to college, and any additional needs that may arise for Scholars. This position is unique in that it will contribute to student success around the country by creating and fostering collaborative relationships with key university personnel nationwide in order to achieve cross-college initiatives that efficiently allow for national scalability of services.

### Job Requirements

#### Scholar Services:

- Request, evaluate and process student transcripts, update scholar's academic progress, on a bi-yearly and annual basis, and monitor each Scholars' academic progress and full time enrollment status
- Refer Scholars experiencing academic and transitional difficulties
- Establish procedures for monitoring academic success, and evaluate effectiveness of persistence efforts
- Develop strategies focused on efficiency and maximizing of resources to impact student success nationwide

#### General:

- Manage and support operations and compliance for the scholarship programs, including The Gates Scholarship
- Stay up to date with technical and industry developments
- Coordinate logistics and team planning for evaluating scholars' progress
- Perform additional duties and responsibilities, as required

### Qualifications

The candidate must possess exceptional skills in establishing and maintaining systems and paying attention to detail, and must demonstrate a commitment to serve the community with professionalism, courtesy, friendliness, consideration, and confidentiality.

#### Basic

- Fluency in speaking and writing Spanish is highly desirable
- Bachelor's or Master's degree from an accredited university
- Minimum of 5 years work experience in college financial aid or higher education and student counseling
- Direct student, and parent contact
- Solid operations and business process knowledge

#### Track Record

- Knowledge of financial aid process and college admissions
- Knowledge of college persistence measures
- Experience counseling undergraduate students
- Thorough knowledge of support services generally available at a university/college campus

**Specific Professional Skills**

- Excellent judgment and creative problem solving skills, including conflict-resolution skills
- Experience working effectively in a complex, multifaceted environment
- Organizational skills in setting priorities to complete a heavy workload, within established time frames and deadlines
- Exceptional writing, editing, and oral communication skills
- Proficiency in database administration and logic, data imports and export, and developing reports
- Proficiency in MS Excel and Word, web research fluency, and the ability to learn and manage various information system technologies

**Personal Attributes**

- The knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment
- The candidate must possess exceptional skills on establishing and maintaining collaborative relationships
- Ability to listen perceptively and take appropriate action in assisting students
- Strategic and creative visionary, with the drive and organizational skills necessary to ensure that strategies are implemented, objectives achieved, and success measured
- Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
- Principled, ethical, professional, and committed to exceptional work quality and standards
- A high level of personal and professional confidence and sophistication
- Upbeat, positive, and enthusiastic
- A high level of energy and initiative
- Team player

**Additional Requirements**

- Must be flexible and available for approximately 5% travel to attend meetings, presentations, and events outside the office
- Flexible to work weekends and/or extended work days, as required

**Additional Criteria**

The physical demands described here 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, and
- Occasionally lifting no more than 10 lbs.

**To Apply: Email resume and cover letter to [employment@hsf.net](mailto:employment@hsf.net)**

*Equal Opportunity Employer*