



College and Career Specialist – Part-time

Position Summary

The College and Career Specialist will support the work of the team that leads our College and Career Success programs at the SAISD Foundation. This position ensures that the scholarship application, selection, and awarding process best meet the needs of our recent SAISD graduates and aligns with the intent of our donors. This position will also work with the development team and communications team to support reporting of young alumni programs and stewardship of scholarship donors.

Essential Functions / Key Responsibilities

Scholarships

- Communicate with scholarship recipients for scholarship updates and processing
- Create scholarship updates in Canva for the development associate to share with funders
- Identify scholarship recipient stories to share with the communications team
- Coordinate scheduling, staffing and photographing of senior celebrations
- Prepare scholarship award certificates for presentation and scholarship recipient list for graduation programs
- Updates the online scholarship portal as needed
- Ensures all funder agreements are current on an annual basis
- Collaborates with the Finance Manager to track outstanding scholarship payments, assists with funder invoicing, and maintains accurate records of current and deferred scholarship fund balances
- Supports the annual scholarship breakfast and scholarship-related events

College Enrollment, Retention & Completion

- Screen emergency gap applications and processes credit card payments
- Outreach to campuses (MS and HS) to promote college tour program
- Support out-of-state summer college tours and enrollment tours
- Promote summer college experiences to high schools and district departments
- Support young alumni programming and communications
- Assist in coordinating and promoting annual summer dorm room and computer giveaway events
- Support postsecondary navigator events, including but not limited to Beat the Heat
- Identify and invite young alumni professionals to participate in panel discussion opportunities for high school or current college students
- Recruit upper-class college students to serve as ambassadors and incoming freshmen to participate in the college ambassador program





Storytelling & Promotion

- Collect and maintain an organized system for capturing alumni updates, testimonials, and outcomes for use in reports, grant proposals, and communications
- Develop and maintain a photo library of all scholarship related activities for easy retrieval
- Create donor collateral—such as impact reports, testimonials, and digital content—that highlight scholarship outcomes and encourage continued support
- Maintain routine updates to the website to reflect current and engaging scholarship program and college and career programming updates

Minimum Requirements

- College degree
- Reliable transportation and a valid driver's license are required
- Satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills, & Abilities

- Excellent written communication skills
- Proficient in Microsoft Office Suite or related software, including PowerPoint, Google Slides, and Excel
- Proficient in Canva
- Preferred experience in Foundant
- Preferred knowledge of college financial aid processes
- Ability to work independently and report regularly on assignments

Working Conditions

- In-office, shared workspace
- Ability to work f occasional evening or weekend events as needed

Supervisory Responsibilities / Direct Reports

None. This role reports to the Data & Impact Manager.

Terms & Compensation

This is a part-time, hourly position with an hourly rate of \$25/hr. Regular working hours are approximately 30 hours per week. This position is not eligible for benefits.

Application

To apply, please submit a cover letter, resume, and a list of three professional references to Ana Cardenas, SAISD Foundation Data & Impact Manager, at acardenas5@saisd.net. Please include "College and Career Specialist" in the subject line.

