

# SCHOLARSHIP PROGRAM ASSISTANT JOB POSTING

## SUMMARY

The George M. Pullman Educational Foundation seeks a Scholarship Program Assistant during an exciting chapter in the organization's nearly 75-year history. The Scholarship Program Assistant is part of a small, hardworking staff dedicated to the mission of the Foundation and is passionate about helping students fulfill their dreams of earning a college degree.

The Program Assistant supports the Program Director in developing and implementing the application, selection, and award process for Pullman Scholar applicants, educational programming for scholar support, and other initiatives that advance the Foundation's mission by aligning programs, policies, and procedures with best practices in the field.

## RESPONSIBILITIES

### **Primary liaison to the scholars**

- Correspond with scholars via phone and email on a consistent basis to address academic and individual concerns.
- Conduct monthly check-ins with current scholars to track academic and personal progress.
- Provide personalized resources to scholars regarding opportunities that match their interests.

### **Manage scholar data and files**

- Maintain individual files for each scholar in both E-tapestry and in the foundation's database. This information includes but is not limited to documents such as application and renewal forms, financial aid information, FAFSA forms, and academic transcripts.
- Track and collect all information from scholars needed for scholarship renewal. Reach out to scholars to ensure that all relevant information is received.

### **Application Processing**

- Track, log, and maintain all incoming application materials. Verify the information provided by contacting scholars and relevant parties (applicants, parents, counselors, and recommenders).
- Organize applicant information and assist in the scholar selection process.
- Edit application materials such as correcting applicant scores as necessary.
- Address questions and concerns from all parties regarding the application process.

### **Communication**

- Create both print and media content for social media handles and internal communication with scholars, including updates about scholar achievements.
- Research and compile facts about scholars needed to produce the annual report.
- Write scholar features for the website and social media.

### **Data Analysis**

- Conduct data analysis of application materials to track trends and the demographics of the applicant pool.
- Research trends in educational policy.

### **Events**

- Assist with the planning and executing of the Pullman Scholar Symposium, the Foundation's annual event for scholars and alumni, scholar webinars, and other events as needed.

## QUALIFICATIONS FOR CONSIDERATION

- Bachelor's degree or higher.
- Applicants must possess a deep understanding of the modern-day college student experience.
- Professional experience related to coaching, advising, and/or teaching diverse populations OR experience related to developing, implementing, and managing student success programming is a major plus.
- Strong competency with Office 365 applications (e.g., Excel, SharePoint, Outlook).
- Advanced written and oral communication skills.
- An aptitude for learning new computer programs, such as the client database. Basic web and print design skills are also a plus.

## CORE COMPETENCIES

- Excellent time, resource, and project management skills.
- Ability to communicate effectively with varied internal and external stakeholders.
- Ability to provide excellent customer service with a positive and professional demeanor.
- Ability to collaborate with a diverse community of people with different backgrounds, identities, and perspectives.
- Ability to work independently, prioritize tasks across multiple projects, and remain focused under pressure.
- Ability to manage sensitive data and maintain confidentiality.
- Commitment to integrity and striving for excellence.

## GENERAL

- Passion for the Pullman Educational Foundation's mission and enthusiasm for communicating the organization's mission.
- Strong knowledge of, connection to, and/or competencies working with Chicago area high schools and/or higher learning institutions.
- Occasional evening and weekend events will require participation.

## COMPENSATION

This is a full-time exempt, salaried position with excellent benefits and a hybrid weekday work schedule (2-3 days per week in the office, 2-3 days working from home, depending on need). The salary range is \$40,000 - \$45,000.

## TO APPLY

We request a cover letter and a resume for applicants to be considered for our staff positions. Use your cover letter to demonstrate why you would be an ideal candidate for this position based on the job description/duties/requirements. Due to the anticipated high volume of applications, we are unable to accept phone inquiries.

Interested applicants should submit their resume and cover letter via email to [lobanner@pullmanfoundation.org](mailto:lobanner@pullmanfoundation.org) (please use the subject line: "Program Assistant").

## ABOUT THE GEORGE M. PULLMAN EDUCATIONAL FOUNDATION

The George M. Pullman Educational Foundation's mission is to support the dreams and aspirations of outstanding graduating high school seniors with merit-based, need-based scholarships and continuing educational support as they pursue their bachelor's degrees at the college or university of their choice. Upon meeting certain requirements, scholarships are renewable to cover all four years of study. Scholars also regularly participate in educational programming with Pullman staff, alumni, and industry professionals to support their college and career advancement.

The Pullman Educational Foundation is endowed by the estate of George M. Pullman, an engineer, industrialist, and inventor of the Pullman sleeping car, who bequeathed \$1.2 million upon his death in 1897 to create the Pullman Free School of Manual Training. In 1950, the endowment was transformed into the George M. Pullman Educational Foundation to provide college scholarships to Chicago area students. The George M. Pullman Educational Foundation has ensured equitable access to higher education by awarding nearly \$33 million in scholarships to over 11,000 recipients over its nearly 75-year history. For more information, please visit [www.pullmanfoundation.org](http://www.pullmanfoundation.org)