



Crosby Scholars

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Program Associate –Crosby Scholars Program

Position Information

Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Financial Aid/Scholarships Program Associate
Job Category	Administrative/Professional
Position Type	Staff & Administrative
Cycle of Appointment	12 months
Hours Worked Per Week	Part-time position up to 29 hours per week
Work Schedule and Hours	Monday-Friday - some evenings and weekends required
Salary Range	Hourly: Dependent upon experience and qualifications.
Job Summary	<i>Reporting to the Financial Aid Coordinator, the Program Associate provides administrative support to the Student Financial Aid/Scholarship Program. Duties include: Preparing and producing database reports; assists scholarship and Last Dollar Grant programming and awarding; assists with research projects; updating and managing portal, performing website management; corresponding with senior advisors, students, and parents via email, texting, and phone calls; preparing event communication and follow up; assisting with and participating at in person and virtual financial aid events during weekday evening hours and/or weekends. The ideal candidate is one who can balance multiple priorities and tasks simultaneously and who is well versed with technology platforms (Zoom, MS Outlook, MS Excel, WordPress).</i>

<p>Required Qualifications</p>	<p>A two-year degree is required Strong communication and organization skills.</p> <p>Ability to learn student database for producing reports is essential. Proficient in Microsoft Office Suite, Google Drive, and Zoom.</p>
<p>Preferred Qualifications</p>	<p>Four-year degree preferred.</p> <p>Experience in working in a non-profit setting.</p> <p>Detail oriented with strong time management skills.</p> <p>A desire to work with high school students and parents.</p>
<p>Desired Knowledge, Skills and Abilities</p>	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to succeed in a fast-paced environment.</p> <p>Ability to consistently be at work and on time, follows instructions (verbal and written), respond to management direction, and solicit feedback to improve performance.</p> <p>Ability to embrace and promote a diverse environment.</p>
<p>Working Conditions</p>	<p>Most of the work will be performed in an office setting although some work may be performed at schools and special events. Must be able to do light lifting and have reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, submit a resume to the attention of Ashly Wilson, Financial Aid Coordinator, Crosby Scholars Program at awilson@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.

New team members are currently working full-time in the office with the opportunity to be considered for a hybrid Work from Home schedule after 90-days of employment.