



Indigenous Education, Inc., home to the Cobell Scholarship

AVAILABLE POSITION: Scholar Success Coordinator

COMPENSATION: Up to \$65,000/year with preferred qualifications, plus benefit package

LOCATION: Remote Possible

DIRECT REPORT TO: Assistant Director of Research and Scholar Success

CLOSING DATE: Until filled **START DATE:** TBD

To support the Cobell Scholarship Program's mission to elevate support for the success of Native students in higher education, the Scholar Success Coordinator will bring relevant education (Master's in College Student Personnel/Student Affairs required or bachelor's degree with extensive direct relevant experience), and skills in service to the organization. Consistent with appropriate educational and scholarship industry practices, combined with coordinating IEI protocols and practices related to the management of scholarships, the Scholar Success Coordinator will support many aspects of Cobell Scholarship Program, with extra emphasis on Scholar programming and support via the Cobell Community platform.

Platform Management

The Cobell Community is a web-based platform, powered by HiveBrite, that requires web-based skills for supporting future scholars, current scholars, alumni, and other Cobell Community members in a fast-paced, multi-priority environment requiring a high level of organizational and independent decision-making skills. Platform management requires accuracy with data, data transfers, and Excel functions. Working with colleges and universities, tribes, and families requires a high level of confidentiality, independent decision-making and seasonal (sometimes repetitive) customer service.

Scholar Programming and Support

Cobell Scholar support extends beyond financial awards. Scholars are offered programs and tools to support their educational, personal, and professional journey. The Scholar Success Coordinator will be tasked with the creation and maintenance of these programs and support tools via the Cobell Community platform. Regular communication with applicants, scholars, alumni, and community members, will be expected; and building professional relationships via in-person, telephone, online chatting, and email will require very strong verbal and written communication skills.

Required and preferred experiences, skills, and knowledge for person filling position:

- Understanding of and experience working with American Indian and Alaska Native students in higher education is required
- Direct experience in college student support program design, development, and implementation is required
- Experience with general higher education processes with focus on scholarships is preferred
- Independent analytical, critical, and problem-solving skills is required
- Strong verbal (presentations) and written communication experience and skills is required
- Knowledge of a variety of technological platforms and multiple communication channels i.e., Constant Contact, Adobe Pro, and Microsoft Office Suite as well as new technologies as they arise.
- Some social media management experience is required.

Job Description & Assigned Duties

- Provide Scholar support and create support programming in the Cobell Skills and Cobell Connect programs via the Cobell Community platform
- Provide support in the marketing, promotion, and dissemination of scholarship information and use of the online application processing system
- Provide ongoing support and communication to and with applicants, prospective applicants, Scholars, financial aid offices, tribal administrators, and other external partners
- Provide support in implementation of outreach goals and initiatives aligned with organizational priorities
- Other duties as assigned

**Travel may be required / lifting up to 25 lbs. may be required / *IEI is an EEO Employer*

LETTER OF INTEREST and RESUME to: julia.mosconi@cobellscholar.org