



Scholarships & Student Success Coordinator

Position Description

About CollegeReady:

CollegeReady is a local nonprofit with a legacy of encouraging and investing in area students to succeed in higher education. Founded as Scholarships, Inc. in 1962, the organization has since awarded over \$14.4 million in scholarships to more than 7,000 local students, and our college readiness program helps underserved youth graduate high school and become the first in their family to earn a college degree.

Position Summary:

The Scholarships & Student Success Coordinator manages and implements the day-to-day activities of CollegeReady's scholarship program. Under the supervision of the Operations Director, this role will ensure the smooth operation of the organization's scholarship program by managing the application and selection process and promoting the opportunity to students in the community. This position will also support the ongoing success of our current and former scholarship recipients and assist with special event planning and social media content generation to further CollegeReady's mission.

Scholarship Program Management

- Manage entire scholarship cycle from student application setup to recipient selection.
 - Develop and implement the student application and renewal process; promote opportunities to high school seniors and communicate with eligible college students.
 - Present scholarship information in group settings, providing clear application guidance.
 - Manage online scholarship application platform.
 - Ensure timely student communication and payment of scholarship funding.
 - Foster strong relationships with students and school staff.
 - Recruit, train and support volunteers through Scholarship Selection process. Create training materials/videos, offer technical assistance, and manage the review and scoring process.
- Assist college readiness staff with scholarship and FAFSA completion events as needed.

Student Success & Alumni Engagement

- Provide meaningful support and resources to current scholarship recipients as they progress toward a college degree.
- Maintain relationships with scholarship and college readiness program alumni.
- Conduct follow-ups via phone, text, email, or other channels to ensure recipients follow scholarship renewal process to redeem their available scholarship funding.
- Maintain alumni data dashboard.

Communications & Event Planning Support

- Support the organization's marketing efforts by assisting the Operations Director in generating content for social media and other communication methods.
- Assist in planning and implementing CollegeReady's annual student recognition events and other special events as needed.



Qualifications & Skills:

- Bachelor's degree; Associate degree may be considered with significant relevant experience.
- Excellent organizational skills with aptitude for handling multiple tasks simultaneously, managing details, problem solving, and meeting deadlines.
- Effective communication skills, including written, verbal, and public speaking skills.
- Skilled in interpersonal relationships, building trusting, collaborative partnerships, and making individuals feel welcomed and valued.
- Experience working with diverse populations.
- Motivated to help students succeed.
- Self-starter who works well independently but also thrives in a team environment, sharing ideas and working collaboratively.
- Able to take initiative to complete priority tasks, with an emphasis on accuracy and attention to detail.
- Must be able to operate and have access to a vehicle for work-related travel.

Status:

This is a full-time, salaried position in a hybrid work environment that reports to the Operations Director.

Compensation & Benefits:

The minimum annual salary for this position is \$47,000, commensurate with experience. An attractive benefits plan including health, dental, vision, life and disability insurance, along with a retirement plan and paid time off, are included.

To Apply:

Submit resume and cover letter to Jenny Tice at jtice@collegereadywi.org.

Apply by **November 30, 2025** to receive full consideration.

Professional references (3) upon request.

CollegeReady is an equal opportunity employer and encourages applications from individuals of all backgrounds, experiences, and perspectives.



@CollegeReadyWI