

Scholarship Administrator

Colorado GEAR UP Program Description:

Colorado GEAR UP is a pre-collegiate service program that helps prepare low-income and first generation students to meet the high expectations for graduation and college admission. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the GEAR UP scholarship. For more information about our program, please visit www.coloradogearup.org.

Position Description/Responsibilities:

The Scholarship Administrator is responsible for all scholarship administration statewide including processing scholarship applications and payments, communicating scholarship qualifications and eligibility criteria to students, as well as scholarship award guidelines, and will collaborate with participating post-secondary institutions, including Financial Aid offices.

The GEAR UP Scholarship Administrator works on the Administration Team to help design, develop, implement, and support program initiatives to ensure that departmental goals and objectives are met. The Scholarship Administrator also oversees the GEAR UP budget including the monitoring of the in-kind match.

Job Duties:

The GEAR UP Scholarship Administrator must have a thorough understanding of the Federal GEAR UP program as well as the Colorado GEAR UP grant. Duties of the Scholarship Administrator include but are not limited to:

- Manages the scholarship administration, processing and billing.
- Conducts scholarship application workshops for students. Presents scholarship awards and scholarship guidelines to recipients.
- Provides ongoing support and communication for scholarship recipients.
- Works with CDHE Controller and partner Financial Aid offices to process scholarship payments and track student matriculation.
- Managing the development of GEAR UP's annual operating budget.
- Reviews and analyzes project requests with GEAR UP Administration Team to implement aspects of the grant as needed.
- Works with Governor's office to code, process, and track expenses and works with the CDHE Controller to balance GEAR UP spending done through CDHE.
- Reviews operating budgets periodically to analyze trends affecting budget needs.
- Works with GEAR UP staff to coordinate and track in-kind support by partners or third parties.
- Reports budget data in the annual reports to the Federal Department of Education.
- Reports to the Executive Director.

Minimum Qualifications:

2 years of experience in the field or related area

Undergraduate degree in education or related field

Familiar with a variety of the budget concepts, practices, and procedures

Strong interpersonal, organizational, presentation and communication skills

Team player and the capability to work independently

Experience with Microsoft office including Word, Excel, and PowerPoint

Some travel required

Preferred Qualifications:

2 years experience in a high school or college setting with a pre-collegiate and 1st generation emphasis

Masters degree in education or related field

An understanding of the college admission process and financial aid

Salary: Commensurate with experience

Interested applicants are asked to email a resume to scott.mendelsberg@cche.state.co.us