



Job Title: MAC Program Student Worker
Job Type: Part-Time, Nonexempt
Reports To: MAC & Scholarships Coordinator
Date of Job Description: November 15, 2018

Purpose

Waco Foundation (the "Foundation") is a nonprofit organization that provides grants and other charitable services in McLennan County, Texas. The MAC College Money Program (a Program Fund of the Foundation) provides support services and scholarships to graduates of McLennan County high schools. The MAC Program Student Worker (the "Worker") position is a temporary, part-time position created to support the MAC & Scholarship Coordinator and the MAC & Community Partnerships Coordinator to manage the inquiries about MAC and provide direct services to families and students in McLennan County.

Nature of Work

This temporary, part-time position is suited for someone who has a passion for improving the local community through advocating for higher education, especially for low-income students in McLennan County. This position is ideal for a person who is interested in learning about the nonprofit sector, financial aid and college access. The Worker should enjoy working with people in a service environment and have a high level of comfort in working with students and their families.

This position is intended for a college student who works part time at the Foundation while going to school. This is not a work-study position.

Job Qualifications

- Must possess the highest ethical standards, honesty, integrity, professionalism, courteousness and the ability to appropriately protect confidential information
- Excellent written and verbal communication and presentation skills with the ability to communicate complex financial aid and tax information
- Highly-motivated and mission-focused, with a passion for advocating for the attainability of higher education to local students
- Must possess the highest ethical standards, honesty, integrity, professionalism, courteousness and the ability to appropriately protect confidential information
- Ability to work independently and to meet deadlines
- Ability to manage an appointment schedule and respond to a high volume of phone calls
- Excellent organizational skills—Attention to detail is a must
- Punctual attendance
- General affinity for working with people and the ability to interact respectfully and confidently with people of diverse backgrounds, perspectives and cultures
- Computer skills required: Basic skills in Office 2007 & 2010 and Windows XP and 7; Intermediate to Advanced knowledge of Microsoft Access and Excel

- Reliable transportation and flexibility
- Bilingual preferred but not required

Rate of Pay

Entry-level, part-time pay commensurate with education and experience.

Work Term and Hours

The position, beginning spring 2019, is part-time between 12 to 20 hours per week with some evenings required. Employment is at will, enabling the employee or the employer to terminate the employment relationship at any time, with or without reason. In any event, this position is for a term not to exceed 3 months. Such term may be renewed, in the Foundation's sole discretion. Foundation business hours are Monday through Friday, 9 a.m. to 5 p.m.

Job Functions

Specific functions of the position include but are not limited to the following:

- Perform high-level thinking tasks in order to accomplish the projects at hand
- Perform reception duties, including answering phone calls for the Foundation and the MAC Program lines, greeting visitors, and managing the front desk using knowledge of not only the MAC Program and financial aid, but also general knowledge of the Foundation as a whole.
- Support the MAC & Scholarship Coordinator in strategically reaching out to local high school students on a regular basis through various media, such as mail, incoming and outgoing phone calls, email and text messages all to build relationships, communicate upcoming events and provide updates related to financial aid and the MAC Program.
- Actively engage with and develop research on MAC Scholarship alumni
- Develop content for the MAC Program's bi-monthly newsletter targeted towards high school seniors and current MAC Grant recipients
- Support the MAC & Scholarship Coordinator in managing the social media calendar
- Answer student and parent questions about the financial aid process and MAC Program over the telephone, via email, text and in person
- Engage in special projects assigned by the MAC & Scholarship Coordinator to improve the work of the MAC Program.
- Provide day-to-day office support for the MAC Program, including answering telephone calls, filing, program correspondence (including typing and mailing letters and other communication) and other regular office duties
- Manage the appointment schedule for both the MAC & Scholarship Coordinator and the MAC Assistant
- Maintain the MAC Grant and MAC Scholarship databases with up to date contact, college and financial information from senior information surveys and grant and scholarship applications
- Conduct research pertaining to areas of higher education, funding, local colleges, other community foundations, scholarship programs and college access organizations
- Support other Foundation staff and student workers with their projects as needed and as approved by the MAC & Scholarship Coordinator

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the successful candidate. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Application Process

The Foundation is an equal opportunity employer and encourages diverse candidates to apply. Interested candidates should email a cover letter and resume to Rolando Rodriguez, MAC & Scholarship Coordinator, at rrodriguez@wacofoundation.org with the subject line "MAC Program Student Worker Position."