

Job Level	Assistant Director for First Generation and Foundation Scholarships/Community for Excellence Scholar Programs	Proj/Prog Management Level I
Oversight Received	<ul style="list-style-type: none"> * The Assistant Director will supervise professional staff, serve as a scholar support contact for First Generation Scholars, upper-division Daniels Scholars, and as a campus resource for the first generation community of faculty and staff at CSU. * Provide leadership for optimal functioning of the unit, along with the Director and the Leadership Team. Lead the strategic direction and visioning for scholar support services in consultation with Director, Executive Director, private foundations, and critical campus stakeholders. 	<ul style="list-style-type: none"> ▪ Works with close oversight of project/program accomplishments
Problem Solving	<ul style="list-style-type: none"> * Strive to balance expectations of outside stakeholders including donors and private foundations, comply with federal and university policies and procedures related to financial aid, scholarships, and advocate for individual students and their unique needs. * Work with complex campus systems and our campus partners to serve as a bridge for first generation college student and families who have limited knowledge of how to navigate the college experience. * Provide leadership and strategic visioning for the First Generation Award Program at CSU, including chairing the recruitment, selection, notification, and renewal process for scholarship awards. * Strategically plan and work in partnership with University Events to implement the First Generation Award Dinner, which involves negotiating budgets, working with the demanding schedule of the President, venue constraints, and appropriately including multiple stakeholders, including the Board of Governors and critical campus partners. * Oversee the coordination of scholar services for Daniels Fund, Daniels Boundless Opportunity, Puksta, COSI, and Reisher. This involves strategic program implementation critical to the success of the unit, including: scholarship recruitment and selection involving marketing to community colleges, TRiO programs, and first year students; community building retreats, regular meetings and student experiences; fall and spring Orientation programs; mid-semester grade check meetings with students, and programs to connect scholars with a larger university scholar program called Community of Excellence (C4E). * Lead efforts to connect with Alumni; and work with the Alumni Association to identify and reach out to Scholarship Alumni to build connections with current scholars and to increase scholarship funding. * Develop a strategic plan for the unit, including creating and assessing student learning, program, and diversity outcomes that strategically align with the University's access mission. Ensure program activities are in line with intended goals; develop and implement ongoing assessment, including fall and spring program evaluations and annual reports. Lead assessment related to special projects and needs. Update and monitor the Unit Strategic Plan. * Plan, coordinate, and oversee marketing efforts for the unit including maintaining websites and brochures. Ensure consistency of publications with university branding. * Maintain accurate and detailed contact notes, track student performance, and outreach to students who are at risk or experiencing academic and personal difficulties. 	<ul style="list-style-type: none"> ▪ May provide recommendation on analysis, project identification, design, communication, and integration for program ▪ Identifies and escalates potential project/program hurdles and pitfalls

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Interaction/ Communication>:	<ul style="list-style-type: none"> * Collaborate with University Events staff to plan and host the annual First Generation Award Recognition Celebration negotiating around set budgets, demanding schedule of the President, and venue constraints. * Work with sensitive, difficult and complex student concerns that involve mental health, financial pressures, family obligations and school/work/family balance and other challenges. * Actively participate on the Community for Excellence (C4E) Scholars Contact team (comprised of representatives from many campus offices), collaborating to serve mutually funded scholarship recipients, and providing experience and shared service in a team approach. * Build collaborative relationships with Scholarship Foundations, including developing an in-depth understanding of foundation expectations, and a strong, collaborative relationship with foundation representatives. * Conduct one-on-one meetings with students, at least once a semester to discuss academic progress and help students overcome obstacles. * Build a culture of excellence within the scholarship recipients through providing an orientation and additional community activities throughout the academic year. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * The Assistant Director for First Generation and Foundation Scholarships is responsible for the strategic visioning, management, supervision of professional staff, and administrative oversight of the First Generation Award and Foundation Scholarships, currently including First Generation Award, Daniels, Puksta, Colorado Opportunity Scholar Initiative (COSI) grant, and Reisher. 	<ul style="list-style-type: none"> ▪ Impact of projects/programs is short term (within current year) duration ▪ Program participation tends to be elective ▪ Projects/programs may be subsets of larger institutional initiatives
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Work with Director to set up and manage unit budgets, which totals approximately \$650,000. * Must understand and adhere to budget guidelines of foundations and use discretion in programming with the budget, which is dependent on the parameters of the foundations as well as university rules and policies. * Must be aware of and comply with state and federal financial aid policies. 	<ul style="list-style-type: none"> ▪ Recommends and administers program budget ▪ Program budget is small
People Management	<ul style="list-style-type: none"> * Supervise three full-time professional staff: the Senior Coordinator; the COSI Grant Coordinator; and a Scholar Success Specialist. * Hire, train, evaluate and supervise a full-time professional staff. 	<ul style="list-style-type: none"> ▪ May have responsibility for up to two support staff FTEs