

## **JOB ANNOUNCEMENT: Scholarships Manager**

The Scholarships Manager will manage the APIA Scholarship Program, the AANAPISI Scholarship Program, and support APIA Scholars programs and services. This position is based in Washington, DC, and may require occasional travel. Salary is commensurate with experience and qualifications.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Manage the development and implementation of the application and selection process for all APIA Scholars Scholarship Programs
- Ensure seamless online application and selection process for all application cycles
- Implement strategies to assist students with application questions and troubleshooting during application process.
- Support academic advising services for APIA Scholars, including annual transcript reviews, enrollment verification, and deferment outreach.
- Support scholarship and program efforts for all multi-year scholars and develop a strategy to maintain effective contact with all multi-year scholars.
- Support the facilitation of communication, dialogue and community among Scholars and alumni.
- Handle intake process and track all APIA scholar documents
- Maintain scholar records and data according to organizational best practices
- Provide logistical and event support for organization programs
- Perform additional duties as assigned.

### **QUALIFICATIONS**

- Education and Experience
  - Bachelor's degree required, master's degree a plus
  - Experience working with high school or college students, particularly those of first-generation, and/or low-income backgrounds
  - Prior scholarships experience required
- Knowledge, Skills, and Abilities
  - Familiarity with college access programs, scholarships, or financial aid strongly preferred
  - Demonstrated awareness and understanding of Asian and Pacific Islander American cultures and experiences, and the issues affecting these communities
  - Excellent interpersonal, organizational, and communication skills
  - Ability to manage multiple projects and meet deadlines
  - Excellent critical thinking, problem-solving, and creativity skills
  - Ability to work independently and in team settings
  - Strong command of Excel and Microsoft Office Suite
  - Comfortable navigating scholarship platforms
  - Experience using web-based project management tools

### **TO APPLY**

Please submit a cover letter outlining your qualifications and a resume to:

Emily Hyde  
Director of Scholarships  
APIA Scholars  
2025 M Street NW, Suite 610, Washington DC, 20036  
[ehyde@apiasf.org](mailto:ehyde@apiasf.org)

**Due to the high volume of applications, it is not possible to respond directly to all applicants, only to those whose candidacy is being pursued.**

**No phone calls please.**