

Job Announcement:

Program Assistant, Gates Millennium Scholars Program

The Program Assistant will support the Gates Millennium Scholars (GMS) Program and develop scholar and alumni programs and initiatives that facilitate the academic success, leadership development and professional growth of Asian & Pacific Islander American Scholarship Fund (APIASF) scholars.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop and maintain APIASF/GMS Scholar and program records to ensure data integrity and accessibility
- Support the APIASF/GMS summer and mid-year renewal process in accordance with GMS guidelines and procedures
- Assist with the Revisions process for APIASF/GMS Scholars
- Support the improvement of the APIASF/GMS operations procedures; review APIASF/GMS provided Operations and Procedures Manual in addition to following any internal procedures
- Support and encourage the leadership, development and execution of APIASF and GMS Scholar support programs
- Work in collaboration with all GMS partner organizations (UNCF, AIGCS and HSF) to support programs that support GMS Scholars
- Lead by example, providing courteous and prompt customer service to ensure Scholar satisfaction (including working with financial aid officers (FAOs), admissions officers and GMS partners and staff)
- Counsel students as necessary and ensure that they know of the services that are available to them as Scholars
- Support maintaining contact with Scholars to ensure their ability to persist in their academic environment, maintain full time status and participate in programs supported by GMS
- Support the implementation of the APIASF leadership blog written by Scholars for Scholars blogging website
- Support the facilitation of communication, dialogue and community among Scholars and alumni.
- Continue to strengthen APIASF relationships with students, alumni, national educators, AAPI higher education leadership.
- Provide logistical and event support for organization programs including the Higher Education Summit and Annual Scholarship Benefit.
- Perform additional duties as assigned.

QUALIFICATIONS

Education and Experience

- Bachelor's degree required

Knowledge, Skills, and Abilities

- Demonstrated interest in the leadership development of Asian American and Pacific Islander college students and adults



- Demonstrated knowledge of issues related higher education access and retention within Asian American and Pacific Islander and other communities of color
- Working knowledge of college student development theory and practice
- Excellent interpersonal, organization, and communication skills, including demonstration of multicultural competency
- Excellent critical thinking, problem-solving, and creativity skills
- Ability to work independently and in team settings
- Ability to demonstrate creativity and flexibility in managing multiple projects
- Demonstrated project management skills
- Technologically literate (e.g., strong command of Microsoft Office Suite)

TO APPLY

Please submit a cover letter outlining your qualifications and a resume with three professional references by email to:

Elena Anderson, Vice President, Finance and Operations,
Asian & Pacific Islander American Scholarship Fund, 2025 M Street NW, Suite 610, Washington DC,
20036, eanderson@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.