



Job Announcement: Scholarships & Programs Intern

The Scholarships & Programs Intern is a three-month contracted position that will support the APIASF General Scholarship Program and its APIASF AANAPISI Scholarship Program. This position is based in Washington, DC.

Primary Duties and Responsibilities

- Support the application process for all APIASF Scholarship Programs.
 - Assist students with application questions and troubleshooting during application process.
 - Assist staff with Scholar intake processing, document tracking, and inquiries.
- Support the development of programs and initiatives to cultivate leadership skills and competencies among APIASF Scholars.
- Respond to email and phone inquiries in a timely and professional manner.
- Provide logistical and event support for organization programs.
- Perform additional duties as assigned.

Qualifications

- Education and Experience
 - Bachelor's degree preferred
 - Experience working with high school or college students, particularly those of multicultural, first-generation, and/or low-income backgrounds
- Knowledge, Skills, and Abilities
 - Demonstrated awareness and understanding of Asian American and Pacific Islander cultures and experiences, and the issues affecting these communities
 - Excellent interpersonal, organizational, and communication skills
 - Excellent critical thinking, problem-solving, and creativity skills
 - Ability to work independently and in team settings
 - 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 to:

Elena Anderson

Asian & Pacific Islander American Scholarship Fund

2025 M Street NW, Suite 610, Washington DC, 20036

elena.anderson@apiasf.org

DEADLINE TO APPLY IS September 15, 2017

Resumes will be reviewed after September 15, 2017 and candidates will be contacted by close of business on September 22, 2017 if selected for an interview.

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.