



**Position:** *Manager, Scholar Advocacy*  
**Reports to:** *Vice President, Scholar Advocacy*  
**Location:** *Gardena, CA*  
**Classification:** *Exempt*

### HSF Mission

HSF empowers families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional students as possible.

### Scholarship Programs Department Mission

The Scholarship Programs Department empowers parents, K-12 students, college students, and exceptional Scholars by providing world-class scholarship programs and support services.

### Accountabilities of the Position

The Manager, Scholar Advocacy is accountable for empowering Scholars, across all programs, to be self-advocates and to utilize all available resources and support services provided by their institutions and HSF, as well as assisting with key Scholarship Programs initiatives and contributing to the execution of all HSF programs and events.

### Competency

#### Knowledge

- Comprehensive knowledge of college persistence measures and support services generally available at university/college campuses
- A broad understanding of best practices for empowering students, at all levels (middle school, high school, undergraduate, and graduate school)

#### Skills & Abilities

- Thrives in a fast-paced, high performance, team-oriented, work environment
- Ability to effectively manage multiple tasks/projects and meet strict deadlines
- Exceptional and demonstrable leadership, interpersonal, and communication skills
- Must demonstrate sound judgment, integrity, and ability to maintain confidentiality
- Capacity to develop and implement efficient and scalable procedures for monitoring academic, social, and career-trajectory success, and evaluate effectiveness of persistence efforts
- Proficiency in database administration and logic, data imports and export, and developing reports

### Credentials/Experience

- Bachelor's degree and at least 5 years of full-time work experience in higher education student support
- Fluency in speaking and writing Spanish, Chinese, Korean, or Vietnamese is desirable

## Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel up to 25% of the time for meetings, presentations, and events, as needed
- While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time and occasionally lift no more than 35 pounds

## Disclaimer

All responsibilities for this position are not included and may be adjusted over time with or without notice. Benefits provided may also be adjusted over time with or without notice. HSF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, gender identity, national origin, genetic information, marital status, disability or veteran status.

**To Apply: Email résumé and cover letter to [employment@hsf.net](mailto:employment@hsf.net)**