



## **ASSISTANT DIRECTOR OF SCHOLARSHIPS & EDUCATION**

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The Thoma Foundation seeks an Assistant Director of Scholarships and Education to advance the Thoma Scholars Program, which supports recipients from the Texas Panhandle, northwest Oklahoma, and eastern New Mexico, and to strengthen rural education in the geographic area. Reporting to the Director, the Assistant Director will be based in the geographic area to prioritize collaborative work with the Foundation's university partners.

The Thoma Scholars Program seeks two outcomes for its scholars: to ensure that students complete their degrees on time and that they develop into a new generation of leaders. The Foundation has partnered with two universities that have a unique understanding of the region, as well as a record of supporting rural and first-generation students with dedicated resources to help them succeed. To ensure retention and graduation of these talented students from rural areas, the program prioritizes building community among its scholars, providing guidance and mentorship, and ensuring individualized academic planning.

The Assistant Director will work collaboratively with university staff to ensure that scholarship recipients are supported holistically, ensuring timely academic progress and access to university opportunities. The Assistant Director will also serve as a resource to high school counselors, prospective students, and families in the region.

### **Key Responsibilities**

#### University Partnership Support

Monitor, maintain, and strengthen existing university partnerships through regular contact with key staff. Promote and ensure strong communication between university partners and the foundation.

#### Scholar Support

Work closely with key staff at university partners to ensure regular, individual scholar support. Advocate for scholars as appropriate. Assist in, or lead, the development and implementation of a comprehensive scholar support framework, including a scholar onboarding process and community-building events and activities.

#### Outreach

Enhance the visibility of the Thoma Scholarship Program. Design and implement an effective relationship-building strategy for the Thoma geographic area, including efficient and cost-effective travel and other outreach. Develop foundation-specific outreach events as well as attend programs and events with university partners to increase awareness of the scholarship and its application requirements. Assist high school counselors, prospective scholars, and family members with questions.

In addition to outreach to promote visibility of the Thoma Scholarship Program, the Assistant Director will assist in identifying avenues for the program's growth and enhancement and building new relationships.

## **Skills and Qualifications**

- Bachelor's degree or equivalent and at least three years of experience in a student-facing role in college admissions, secondary school teaching, academic advising, or related experience in another education setting required
- Superior written, verbal communication, and organizational skills along with the ability to speak and write clearly and persuasively
- Excellent interpersonal skills, including the ability to communicate effectively with school counselors, students, and their families and in a variety of settings
- Experience making compelling presentations, planning and delivering programs, and providing individual support
- Ability to interact with people from diverse backgrounds
- Demonstrated proficiency and comfort with various technologies (such as Microsoft 365)
- Proven ability to work independently as well as part of a team
- Ability to provide periodic reports and assessments using data
- Ability to travel to various locations to establish, build, and maintain partnerships, and to attend gatherings, events, and activities related to the responsibilities of the position; occasional extended hours/weekend work may be required of the position
- Valid U.S. driver's license and clean driving record

## **Location**

To facilitate collaboration with university partners and enable consistent student support, the position will be based near a university partner campus (i.e., Lubbock; Stillwater) or within convenient driving distance.

## **To Apply**

Please send a cover letter to [TFjobs@thomafoundation.org](mailto:TFjobs@thomafoundation.org).

For more information about Carl and Marilyn Thoma, Thoma Foundation philanthropic initiatives, and the Thoma Scholarship Program, visit [thomafoundation.org](http://thomafoundation.org).