



Arizona College Scholarship Foundation is a 501(c)(3) organization dedicated to providing college scholarships & mentoring to high potential/low income students to increase the number of baccalaureate degree holders in the state.

**Job Summary:** ACSF seeks a graduate student to serve as an advisor to undergraduate scholarship recipients, assisting in their overall persistence and retention.

Scholarship Amount: \$6,000 per academic year (\$3,000 each term) to the institution attended by ACSF Graduate Scholar. Position requires 15 hours per week during the academic year. One week Phoenix office training, periodic meetings with Director of Education required. This is a one time award with renewal opportunity.

**Essential Duties:**

- Coach and advise student scholars on academic, personal and career related topics to ensure retention with colleges/universities.
- Maintain regular in person, phone and email communication with student scholars.
- Track student scholar progress through on-line database management.
- Manage document collection and maintain student scholar files.
- Draft on-going written communication to student scholars and applicants.
- Serve as ACSF liaison to college/university mentors as needed.
- Work with the ACSF staff in the planning and coordination of annual training and social events including the New Scholars' Orientation & Reception and the Leadership Symposium.
- Other duties as assigned by Director of Education.

**Requirements:**

- University degree (BS or BA);
- One to three years related experience;
- Experience with/understanding of low-income/minority college-bound youth;
- Experience with/understanding of college/university resources;
- Effective verbal and written communication skills;
- Competency with Microsoft Word, Excel, PowerPoint and Outlook;

**Please use the following application checklist to ensure that all application requirements are complete.**

- Completed and signed application
- Undergraduate and Graduate School official transcripts through Fall 2008
- ALL 4 Essay Questions
- One recommender form from professor, advisor, employer or community leader

### **Application Deadline:**

- Received: **5:00pm - Friday, May 1, 2009 (received, not postmarked)**
- Mail to: Arizona College Scholarship Foundation  
Attention: Marjorie DeRubeis-Graduate Scholarship  
1430 E. Missouri Avenue, B-205  
Phoenix, Arizona 85014
- Delivery Address: 1430 E. Missouri Avenue, Suite #205  
Between 12<sup>th</sup> & 16<sup>th</sup> Streets  
Between Camelback & Bethany Home Roads  
Missouri Commons Office Complex
- Faxed/scanned/mailed applications will not be accepted
- Questions: 602-636-1850

## 2009-2010 Graduate Scholarship Application

**Deadline: Friday, May 1, 2009**



Please type or print neatly using black or blue ink.

### Personal Information

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Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Permanent Address (where you receive mail)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Primary email\* \_\_\_\_\_

\*Carefully type or print your current, complete e-mail address, as we will be communicating with you via e-mail.

Ethnicity/Nationality (Optional: Please check the appropriate box if you choose to complete this section.)

\_\_\_\_\_ African American

\_\_\_\_\_ American Indian/Alaska Native

\_\_\_\_\_ Asian American

\_\_\_\_\_ Hispanic/Latino

\_\_\_\_\_ Multi-Racial

\_\_\_\_\_ Native Hawaiian/Pacific Islander

\_\_\_\_\_ White/Caucasian

Other: \_\_\_\_\_

## **Undergraduate History**

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Baccalaureate degree earned \_\_\_\_\_

Major \_\_\_\_\_

Intended career \_\_\_\_\_

Undergraduate institution attended \_\_\_\_\_

Campus location \_\_\_\_\_

Month and year of graduation \_\_\_\_\_

Cumulative grade point average \_\_\_\_\_

**(Must submit Official undergraduate school transcript)**

## **Graduate School History**

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Graduate School currently attending \_\_\_\_\_

Campus location \_\_\_\_\_

Month and year of expected graduation \_\_\_\_\_

Masters degree pursuing \_\_\_\_\_

Concentrated area of study \_\_\_\_\_

Intended career \_\_\_\_\_

Cumulative grade point average \_\_\_\_\_

**(Must submit Official graduate school transcript)**

**Work Experience**

(Please provide most recent information first)

(Please attach a resume if desired *in addition* to filing out work experience section)

1. Company Name\_\_\_\_\_

Title\_\_\_\_\_

Start Date\_\_\_\_\_

End Date\_\_\_\_\_

Job duties\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Company Name\_\_\_\_\_

Title\_\_\_\_\_

Start Date\_\_\_\_\_

End Date\_\_\_\_\_

Job duties\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Company Name\_\_\_\_\_

Title\_\_\_\_\_

Start Date\_\_\_\_\_

End Date\_\_\_\_\_

Job duties\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Essay Questions (Complete all essay questions. Each essay response should be no more than 500 words. You may type the answers directly on to this application or onto separate pages and include them with your application.)**

**\*Make sure you answer ALL parts of each question.**

1. Describe a significant challenge you have faced. How did you deal with that challenge? Explain how this challenge has shaped who you are today.

2. Please describe your educational and career goals.

3. Please describe a situation where you helped someone overcome their obstacles to success.

4. Please describe your most recent experience as a mentor. What was the most rewarding aspect of that relationship?