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 12th & 16th Streets
  Between Camelback & Bethany Home Roads
  Missouri Commons Office Complex

• Faxed/scanned/emailed applications will not be accepted

• Questions: 602-636-1850
Personal Information

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

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

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?