



Bright Futures Scholar Relations Officer Job Posting

General Program Description:

By nurturing and supporting the next generation through post-secondary awards and resources, Bright Futures is building a strong foundation for a thriving workforce in Weld County. In addition to the awards, the program currently provides pre-collegiate support to students at Valley High School and Fort Lupton High School. The Scholar Relations Officer position is an expansion of our services for the purpose of providing wrap-around support for students at the University of Northern Colorado, Aims Community College, and training institutions in Weld County.

Scholar Relations Officer (SRO) Responsibilities:

- Assist Bright Futures students with accessing resources and providing services that assure retention and degree completion
- Manage organizational outreach to Bright Futures scholars at UNC and Aims
- Collaborate with other organizations providing student support to maximize impact and reduce duplication of services
- Promote essential life skills to students including time-management, study skills, financial literacy, and interview preparation through providing workshops and connection to campus career centers
- Do one-on-one outreach and small group advising with students that includes career exploration and connecting to local employers
- Monitor, track, and document academic progress of students for the purpose of early intervention support to ensure student persistence and success
- Maintain student files with accuracy and confidentiality
- Become familiar with campus and community support systems and keep an updated resource depository
- Track and report data related to students' field of study, degree attained, and career goals and employment opportunities
- Manage outreach to and build relationships with local employers to help build a talent pipeline between students and businesses
- Participate in outreach and marketing activities to promote Bright Futures
- Communicate professionally and in a timely manner
- Participate in staff meetings, program projects and events, and work toward the common goals of the Bright Futures program

Qualifications:

- Bachelor's Degree required, preferred in the following areas: human services, education or other related fields.
- Experience working with youth or related field in helping people overcome barriers
- Basic knowledge of higher education financial aid processes and familiarity with FAFSA

- Competency in basic computer skills
- Skilled communicator with commitment to high quality customer service
- Organized, detail-oriented, able to maintain accurate and up-to-date records
- Self-motivated and able to work independently

Position Type

- This is an exempt position with the expectation of 40 hours per week year-round
- Schedule is primarily Monday—Friday typical work hours; however occasionally an evening or weekend event may require attendance, in which case the work week hours can be modified
- Position requires being on the Aims Campus two days a week, the UNC campus two days a week, and in the Bright Futures office one day a week

What we offer:

In compliance with Colorado’s “Equal Pay for Equal Work Act,” the Company provides the following information:

- Pay range of \$55,000-\$75,000 annually
- Paid holidays (9 days)
- Paid Time off for FT and PT employees (up to 15 days your first three years)
- Choice of health care plans with a company contribution towards monthly premium
- FSA and HSA plans available
- Dental and Vision plans available
- Company paid life insurance, LTD and STD
- Legal and ID Theft protection plans available
- Voluntary supplemental life insurance, short-term disability, accident, hospital and critical illness insurance
- 401K plan – 8% company match

Timeline and Process:

- Position will be open until June 9
- Start Date: Aug 3—this start date is negotiable within reason
- To apply for this position, please submit a cover letter and resume to Ramon Serrano at ramon.serrano@weldtrust.org