Program Coordinator  
Walentas Scholars Program

Position Description:

The Program Coordinator will report directly to the Director of the Walentas Scholars Program and will assist the Director with launching a newly established merit scholarship program designed to attract talented first-generation students to the University of Virginia. Under the strategic guidance of the Director, the Program Coordinator will be responsible for the management and execution of a multitude of activities, events, and projects related to the selection, enrichment, and recognition of the Walentas Scholars including, but not limited to:

- preliminary research, analysis, and development of the Walentas Scholars Program;
- facilitation of Walentas Scholars enrichment programming;
- volunteer management;
- support in the design and copywriting of the Walentas Scholars Program communication, publication, and media projects;
- preparation of the Walentas Scholars Program materials for board and committee meetings, including presentations, handouts, and documentation of meeting minutes;
- coordination of the Walentas Scholars Program event functions;
- light travel for conferences, college fairs, and regional outreach;
- administrative support duties including backup assistance to other administrative support team members as needed.

Specific Responsibilities:

- Coordinate various Walentas Scholars Program recruitment, selection, and enrichment event logistics:
  - Collaborate with Director in facilitation of student programming
  - Manage the event correspondence and promotional materials including invitations, RSVP, special accommodation requests, signage, table tents, programs, and nametags

- Research/Analysis responsibilities:
  - Conduct regional and market research to assist the Director with program planning
Prepare reports identifying trends and statistics for the Director to incorporate into planning

- Coordinate the event functions and logistics associated with the Selection Week, including:
  - Manage nominee correspondence
  - Manage RSVP tracking for nominee attendance
  - Manage the facilitation, production, and dissemination of materials for the Selection Committee, finalists, and parents of finalists

- Coordinate event budgets and vendor contract negotiations

- Walentas Scholars Program Advisory Committee responsibilities:
  - Manage the onboarding of the Walentas Scholars Program Advisory Committee Members
  - Prepare meeting agenda and supplemental materials
  - Attend meetings when requested; record meeting minutes and action items

- Communications responsibilities:
  - Manage the email marketing software for the Walentas Scholars Program’s communication efforts
  - Design, produce, and coordinate communications pieces (results communications, annual report sections, meeting/event information)
  - Respond to general or program inquiries on behalf of the Director

- Travel responsibilities:
  - Conduct light travel to regions for outreach to schools, college fairs, and conferences

- Administrative responsibilities including copying, filing, and typing

**Desired Qualifications and Personal Attributes:**

- At least two years of experience in project, event, and volunteer management and communication development work preferably with high school and/or college students.

- Bachelor's degree or equivalent required.

- Student affairs, residence life, and/or student counseling experience preferred.

- University of Virginia experience a plus.

- Excellent planning and organizational skills.

- Strong communication skills, written, and oral required.
• Able to prioritize and self-manage, including managing multiple tasks, with a strong attention to detail.

• Must be able to work under pressure, meet deadlines, and function effectively in a fast-paced and changeable environment.

• Problem solving skills and ability.

• Able to interact effectively with internal and external personnel and constituents; strong interpersonal skills.

• Proficiency in Microsoft Office. Experience with email marketing software preferred.

• Experience as a member of a successful team with the ability to work collaboratively.

• Hard working with a sense of humor.

The Jefferson Scholars Foundation offers competitive salaries and an excellent comprehensive package of benefits including health, dental, vision, and life insurance, and a generous 401(k) retirement plan.

How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Please submit a cover letter, resume, and professional references to:

Helen M. Dwyer
Director, Business Planning & Operations
Jefferson Scholars Foundation
112 Clarke Court, Charlottesville, VA 22903
info@jeffersonscholars.org

Electronic submissions are strongly preferred.

The Jefferson Scholars Foundation is an equal opportunity employer.
Walentas Scholars Program

David Walentas of Brooklyn, New York, has made a $100 million commitment to the Jefferson Scholars Foundation at the University of Virginia. The gift is the largest in Foundation and University history devoted entirely to endowment for scholarships, fellowships, and professorships.

The Walentas gift will provide $50 million to create a brand new scholarship program to be administered by the Jefferson Scholars Foundation. The $50 million will qualify for $20 million in matching funds from the University.

With this new scholarship program, the Jefferson Scholars Foundation will seek to identify and attract to the University some of the most talented first-generation students in the country. Initially the Foundation will focus its search efforts for Walentas Scholars in Rochester, New York, where David grew up, in New York City, where his business Two Trees is located, and in the Commonwealth of Virginia. Secondary schools and organizations working with first-generation students in these areas will be invited to nominate candidates to the scholarship competition each year.

Students nominated will have achieved academic excellence and will possess leadership potential. They also will have demonstrated resilience, industriousness, tenacity, and a desire to make the world better.

Regional Selection Committees in Rochester, New York City, and throughout the Commonwealth of Virginia will screen and interview the students nominated selecting finalists who will be brought to the University for a recruitment weekend. The Jefferson Scholars Foundation anticipates naming 15 students annually Walentas Scholars (10 from Virginia and 5 from Rochester and New York City). The scholarships will cover the full need of each recipient and will be awarded on merit.