FELLOWSHIP DESCRIPTION
This information will be made available to all fellowship applicants.
Please type or paste responses directly into boxes below. Boxes will expand to fit.

ORGANIZATION NAME: Denver Scholarship Foundation
LOCATION (CITY/STATE): Denver, CO

☐ Yearlong Fellowship (June 2015-May 2016) ☑ Summer Fellowship (June-August 2015)

ABOUT THE FELLOWSHIP

Title of PIFP Fellow: DSF Program Fellow

Primary Responsibilities of PIFP Fellow:

DSF inspires and empowers Denver Public School’s (DPS) students to enroll in and graduate from postsecondary institutions of higher education. To achieve this mission, DSF offers an innovative College Access program that provides college and financial aid guidance to DPS high school students. The DSF Program Fellow will work as part of the DSF College Access team, examples of specific duties are listed below:

- Support the delivery of college access services primarily to seniors and their families through individual advising, group facilitation, classroom lessons, workshops, presentations, and parent outreach focused on our 7 core services for seniors: college application assistance and career advising, college campus visits and interface with admission officers, financial aid advising, scholarship assistance, FAFSA submission (if applicable) and next steps, help with steps to college enrollment, ongoing advocacy
- Participate in the development and coordination of student communications related to program activities and requirements, including letters, emails, text messages, phone calls, and social media
- Assist in the maintenance of accurate student records related to college access data
- Raise student awareness and participation in the DSF Scholarship program
- Other duties as assigned.
How Fellow Will Contribute to Capacity-Building/Systemic Change:

The fellow will contribute to capacity-building and systemic change by:

- Participating in program planning to enhance effectiveness and efficiency
- Collaborating with DSF Program Team to investigate, develop, and execute strategies to improve the quality of student services
- Leveraging the resources provided to DSF and its partners, including the Denver Public Schools and Colorado College, to effectively improve college enrollment and graduation outcomes for traditionally underrepresented college students

Training & Networking Opportunities for Fellow:

The Fellow will have access to all professional development and networking opportunities available to the DSF Program team, such as:

- Comprehensive training on college advising tools and resources
- FAFSA trainings to develop Financial Aid expertise and skills
- Networking with DSF donors, community members, college professionals, and Scholars at the annual Ed Gala and other events
- Participating in meetings with DSF and key partners, such as Denver Public Schools Office of College and Career Readiness, high school leadership meetings, and meetings with college and community partners.

Supervision of PIFP Fellow:

The DSF Program Fellow will be supervised by the Director of College Access.

Qualifications Sought in Fellow:

**REQUIRED:**

- Excellent verbal, written, and interpersonal communication skills
- Ability to build positive working relationships with professionals and students
- Ability to work with and demonstrate sensitivity to the education needs of a diverse population
- Ability to effectively manage numerous tasks simultaneously with exceptional attention to detail in a dynamic work environment
- Openness and eagerness to learning

**PREFERRED:**

- Spanish proficiency (oral and written)
- Prior experience and knowledge in Admissions, Financial Aid, Student Support Services, or Student Advising

**BENEFICIAL:**

- Moderate to skilled in Microsoft Excel and PowerPoint
Skills/Experience Sought in Fellow:

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Data analysis
- Disabilities issues
- Diversity issues
- Domestic violence issues
- Economics
- Editing
- Education
- Environmental issues
- Event Planning
- Film
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Legislative process
- LGBTQ issues
- Lobbying
- Marketing/sales
- Performing/fine arts
- Policy:
  - Education
  - Environmental
  - Fiscal
  - Environmental
  - Legislative
  - Other: ________________

Technology Skills Required:

- Excel
- Power Point
- Publisher
- Graphic design
- Database management
- Constant Contact
- Social media
- Video/film production
- Website design
- Publisher

Certifications Required:

- WFA
- WFR
- First Aid
- CPR
- Other: ________________

Language Skills Required:

- Spanish
- Other: ________________

About the Organization

Organization’s Website: www.denverscholarship.org

Organization’s Mission and Goals (primary activities & projects):

Founded in 2006, DSF provides a continuum of programs to help more DPS students enroll in and complete a college or technical degree. DSF’s three-part program was designed to eliminate barriers to college enrollment and increase the number of students who earn their college degree. Programming begins in DPS high schools with Future Centers staffed with full-time, DSF employees who guide students through the college application and financial aid processes. DSF Scholarships are available to low-and
middle-income DPS graduates who enroll in a participating technical, community or four-year college in Colorado. Once students are in college, DSF provides College Success services in concert with our college partners ensure that students receive additional financial, academic, and social support to help them graduate.

**Organizational Mission**
The Denver Scholarship Foundation (DSF) inspires and empowers Denver Public School (DPS) students to enroll in and graduate from postsecondary institutions of higher education by providing the tools, knowledge, and financial resources essential for success.

**Organizational Goals** (as outlined in strategic plan)

**Goal 1**: Strengthen the partnerships with DPS and relevant college access programs to increase the number of students enrolling in postsecondary institutions of higher education.

**Goal 2**: Working with partner postsecondary institutions of higher education, increase the percentage of DSF scholars who persist and graduate.

**Goal 3**: Execute a fundraising and marketing campaign that supports short- and long-term sustainability of programs and operating expenses

**Goal 4**: Sustain and invest in a high functioning and efficient infrastructure to support a changing and growing organization

*Note that our strategic plan will be updated in January 2015, and goals may change slightly.

**Number of Staff:** 37

**Organization’s Non-Discrimination Policy Statement:**

The Denver Scholarship Foundation shall not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status, in any of its activities or operations. There activities include, but are not limited to, employee hiring and employment practices; selection and management of volunteers, vendors and contractors; scholarship awards; provision of services; and dealings with the general public. This policy is endorsed and approved by the Denver Scholarship Foundation Board of Directors.

Is there anything else a fellow should know about the organization?