

NOW HIRING

# OPPORTUNITY FUND MANAGER

Stanford University  
First-Generation and/or Low-Income (FLI) Office

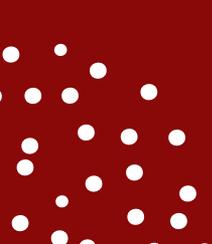


APPLICATION CLOSES ON 12/31/2021

APPLY:

[HTTPS://TINYURL.COM/STANFORD  
OPPFUNDMANAGER](https://tinyurl.com/stanfordoppfundmanager)

*The Opportunity Fund Manager will oversee a large fund that assists low-income students with financial emergencies and/or opportunities that may arise. For more information check out the listing on the Stanford Careers website.*



DATE POSTED	SCHEDULE	JOB CODE	EMPLOYEE STATUS	GRADE	REQUISITION ID
Dec 06, 2021	Full-time	7502	Regular	H	92427

## JOB POSTING

**Business Title:** Opportunity Fund Manager

**Division:** Vice Provost of Student Affairs

**Department:** First Generation and Low-Income Office

Stanford University, recognized as one of the most prestigious and innovative academic institutions in the world, has an immediate opening for an Opportunity Fund Manager in the First-Generation and/or Low-Income (FLI) Office within the Division of Student Affairs (“SA”).

The Opportunity Fund Manager will oversee and manage the day to day operations of the Fund and work collaboratively to educate the larger Stanford community on its policies and procedures. The Opportunity Fund is designed to financially assist undergraduate students who are experiencing an unexpected financial challenge or seeking funds for an opportunity related to their academic and/or professional development. Reporting to the Associate Dean and Director of the First-Generation and/or Low-Income (FLI) Office and working alongside the office Associate and Assistant Directors, the Opportunity Fund Manager will use a holistic approach to assess student applications and ensure that eligible low-income students receive the financial assistance they need.

The FLI Office operates on the pillars of advocacy, mentorship, community & belonging and connections to resources to provide holistic support for first generation, low-income, transfers, current/former foster youth and FLI graduate students at Stanford. This includes providing critical resources, networks, and

services that set them up for success. Learn more about our office at <https://fli.stanford.edu/>.

FLI is proud to be a part of Student Affairs, which advances student development and learning; fosters community engagement; promotes diversity, inclusion and respect; and empowers students to thrive. The Student Affairs Division, with students as our focus, engages with a range of constituents including faculty, staff, parents, alumni, as well as other groups in the external community. Student Affairs staff act with integrity in pursuit of the highest professional standards, as we educate, serve and learn.

We seek candidates who have demonstrated experience engaging with diversity through activities such as fostering an inclusive environment, ensuring access to opportunity for all students and alumni, working with students and staff from diverse backgrounds, and/or incorporating diverse perspectives in their work.

### **In this role, you will:**

- Review and process Opportunity Fund applications
- Meet with students as needed to address questions or concerns related to their applications
- Meet quarterly with Assistant Director for Accounting and Business Operations and office Director to ensure accuracy of Opportunity Fund expenses and work through any discrepancies
- Annually, convene and oversee Opportunity Fund Advisory Board that is composed of campus partners to discuss trends, policies and needs of low-income students
- Complete a yearly report of fund expenses that will identify the top student needs for the fiscal year, determine areas of improvement and discern if there are policy changes that will to be made
- Work alongside director to interface with the office of development and, when necessary, meet with opportunity fund donors

- Work collaboratively with the Financial Aid Office to process Opportunity Fund applications and make adjustments to policies or procedures as needed. Additionally, this position will consult weekly with the Financial Aid Office on specific student cases.
- Collect relevant data pertaining to students' experiences with the Opportunity Fund
- Work closely with office Directors to provide case management to students demonstrating financial need
- Work collaboratively with the Dean of Students Office, Residential Education, and Financial Aid Office to provide referrals for support services as needed as well as to plan for impending challenges students may face
- Meet with campus partners to share information regarding the Opportunity Fund and address community-specific financial needs
- Attend conferences and trainings to continue learning and sharing best practices for supporting low-income students

**To be successful in this position, you will bring:**

- Bachelor's degree and three years of relevant experience, or a combination of education and relevant experience.
- Significant budget management experience and strong analytical skills to review and analyze complex financial information
- Experience in data collection and data analysis, as well as demonstrating competency in assessment and evaluation of student service activities in an educational setting to improve services to students
- Demonstrated commitment to diversity and inclusion, as well as the ability to work with a wide range of constituencies (staff, students, faculty, parents, administrators, etc.) with diplomacy and tact
- Expressed sensitivity to and demonstrated understanding of the needs of a diverse student body
- Demonstrated experience with forging campus partnerships and working collaboratively to support the needs of students
- Strong knowledge of current and emerging practices in student success initiatives, particularly relating to first generation and low-income students

- Strong communication skills to clearly and effectively communicate information to internal and external audiences, client groups, and management
- Advanced analysis and problem solving skills
- Advanced computer skills, including experience with Microsoft Office Suite and Google Sheets.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.

**In addition, our preferred requirements include:**

- Master's degree
- Demonstrated success in obtaining external funding and cultivating strong donor relations
- Familiarity with multi-cultural and multi-ethnic dynamics of the academic, financial and social pressures encountered by students at a renowned research university
- Experience serving in a full-time professional position in Financial Aid or demonstrated experience serving in a student support capacity

**Working Conditions:**

- COVID-19 vaccination is required.
- Able to work on campus at least two days per week.

**How to Apply:**

We invite you to apply for this position, please submit your résumé and a one-page cover letter along with your online application.

**Why Stanford is for You**

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford

University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more

*The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.*

*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

*Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law*

## **Additional Information**

- Job Title: Student Services Officer 2
- Job Code: 7502
- Position: 100% FTE, Exempt
- Grade: H