



www.chesla.org

10 Columbus Boulevard, 7th Floor - Hartford, Connecticut 06106-1978
Office Phone: (860) 520-4001 - Office Fax: (860) 520-4004

EMPLOYMENT OPPORTUNITY – PROGRAM COORDINATOR (Full-Time, Benefited Position)

The Connecticut Higher Education Supplemental Loan Authority (CHESLA) is seeking a highly motivated individual with an interest in helping families finance the cost of higher education.

General Overview:

CHESLA was created by the state of Connecticut in 1982 to help students and families finance the cost of higher education by reducing the financial burden of borrowing.

Our mission is to expand higher educational opportunities and enhance the State's economic development through higher education by providing cost-effective education financing programs and information resources to Connecticut students, alumni and their families.

Our vision is to serve as Connecticut's leading resource for students as they plan for their college education, not only by providing financing, but by providing information and tools for students to make informed decisions; enhance the competitiveness of Connecticut institutions of higher education by providing grants and additional financing options; encourage interest in higher education to help the State meet its workforce needs; and enhance economic development through innovative higher education programs.

Position Description:

The Program Coordinator will administer the CHESLA Scholarship Program in coordination with CHESLA staff. The Program Coordinator will also work closely with CHESLA's Assistant Director regarding administrative tasks and projects. The individual will play an important role in the daily operations of CHESLA. This position requires routine use of standard office equipment such as computers, phones, and photocopiers.

Please note this description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of an employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Eligibility:

Interested candidates must:

- Have a Bachelor's degree
- Be computer and customer service proficient
- Exhibit excellent analytical, communication, and interpersonal skills
- Have the ability to work independently

Educational Degree, Field or Course Requirements:

- Preferred fields of study and/or concentration include but are not limited to: Accounting; Business; Communications; Management/Media; Marketing/Information Technology; Economics; and Finance.
- Preferred 1-2 years of experience in financial aid and/or administering a scholarship program

Employment is contingent upon a successful background check.

Application Instructions:

Interested candidates must submit a cover letter, resume, and contact information for three references. Applications must be received by 5:00 p.m. on July 9, 2021.

Submit application and resume by email or mail to:

CHESLA

Attention: Josh Hurlock, Assistant Director

10 Columbus Boulevard, 7th Floor - Hartford, Connecticut 06106

Email: jhurlock@chesla.org - PH: 860.761.8482

CHESLA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CHESLA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

CHESLA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CHESLA's employees to perform their job duties may result in discipline up to and including discharge.