

## **Beacon of Hope Office of College Success Support**

### Description of Position

The Office of College Success Support will work with and be accountable to Lynchburg Beacon of Hope's Director of College Success to build and foster relationships with all Stay Close, Go Far Scholars. Lynchburg Beacon of Hope provides promise scholarships to any Lynchburg City Schools students who have attended a Lynchburg City School all 4 consecutive years of high school and are attending one of the Stay Close, Go Far Partner schools in the Lynchburg area. Hours of Operation are typically between 8:00am-4:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Beacon of Hope Director of College Success. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Beacon of Hope Main Office  
2600 Memorial Avenue Suite 106  
Lynchburg, VA 24501

### Job Responsibilities

- Mentor and build positive relationships with first-year college students
- Assist Director of College Success with event planning (Stay Close, Go Far Orientation Nights, Networking Events, College Success workshops, etc.)
- Assist Director of College Success with Data Collection and Reporting
- Assist Stay Close, Go Far Scholars with processing of FAFSA renewal applications, Stay Close, Go Far renewal applications, further Scholarship applications, etc.
- Assist Director of College Success with other duties as assigned

### Job Qualifications

#### Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

#### Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). To apply, click here: [https://careers.liberty.edu/?job\\_posting=R0001083](https://careers.liberty.edu/?job_posting=R0001083).