

Temporary Part Time Admin Support, Samvid Ventures (New York, NY)

Compensation: \$23/hour for up to 24 hours/week - 2 days in office in midtown Manhattan (could be Monday, Tuesday or Thursday), one day remote

Start date: No later than January 16 and will end no later than May 31

Application requirements: Email resume to recruiter@samvid.ventures with subject "Scholars Part-Time Admin."

While no cover letter is required, in your cover email please answer the following questions:

1. Are you willing to work in person in midtown Manhattan office at least 2 days/week (either Monday, Tuesday or Thursday)? (y/n)
2. Do you understand that the compensation is \$23/hour for up to 24 hours/week for January through May? (y/n)
3. Are you authorized to work in the US? (y/n)
4. Professional writing is a critical skill in this role. Take no more than 5 minutes to write an email response to this question. "You are writing on behalf of the program director to the head of financial aid at a graduate school. She is requesting a meeting to discuss how their financial aid is structured. What would you write in your email?"

SAMVID VENTURES

Samvid Ventures (SV) is a philanthropic foundation committed to improving lives and advancing society through innovation in entrepreneurship, education, and wellness. It has staff and board presence in Detroit, New York, and Miami, and a national footprint in its programming

The SV team values collaboration, intellectual curiosity, creativity, continuous improvement, a commitment to professional growth and development, and maintaining a service orientation in all we do. In its team members, Samvid Ventures looks for individuals who are motivated by excellence, will thrive in an entrepreneurial environment, and have demonstrated a strong impact-orientation through their work.

TEMPORARY PART-TIME ADMIN SUPPORT ROLE

The Part-Time Admin Support will provide administrative support for our graduate scholarship program, Samvid Scholars, including marketing, selection process operations, and program coordination. Responsibilities will include:

Program marketing (50%): Manage marketing and email campaigns to 75+ universities and other partners to promote scholarship and encourage eligible students to apply.

- Update and send communications via Mailerlite, and track email campaign open rate
- Maintain accurate contact list in excel and Mailerlite, adding new contacts as appropriate
- Manage program inbox and respond to inquiries from prospective applicants and advisor
- Lead follow-up with universities to schedule virtual meetings and ensure Scholarship is being promoted to students

Administrative support for selection process (40%): Support selection process to ensure high quality execution and experience for all stakeholders, including Samvid team, applicants, advisors, and selection committees.

- Manage calendar and scheduling for key deadlines, internal meetings, and finalist interviews
- Prepare and distribute materials to the External Reader Committee and Selection Committee
- Monitor submission of applications and supporting documents, such as resumes, in Wizehive (online application portal)

Samvid Scholars program coordination (10%): Support program delivery for current Scholars, including coordination and scheduling of small group meetings via zoom, and outreach to individual Scholars as needed.

WHO WE'RE LOOKING FOR

- 2-4+ years of customer support, administrative and project management experience
- Outstanding active listening skills with a keen ability to take action after conversations and meetings
- Strong written and oral communications skills
- Detail-oriented with the ability to prioritize and manage a variety of tasks
- Dedication to strong customer service
- Comfort with Word, Excel, and Microsoft teams
- Willingness to learn new systems (Mailerlite, Wizehive)