



In partnership with



Scholars Program

Now Hiring: Coordinator – Mastercard Foundation Scholars Program at ASU (Kepler College)

Arizona State University is seeking a Coordinator to support the success of Mastercard Foundation Scholars enrolled in ASU's online graduate programs at Kepler College in Kigali, Rwanda. This role is based in person at Kepler College and will provide advising, implement student support services, coordinate programming, and lead engagement strategies that foster academic success, leadership development, and community building for Scholars participating in ASU Online programs.

Interested candidates should email their application materials to: keplerasuscholars@asu.edu.

Email Subject Line: Kepler College Based Coordinator Position: First_Last Name

Application Materials:

- Updated Resume
- Cover Letter
- Names and contact information for three professional references

 **Deadline to Apply: March 31, 2026**

Job Description

Under the administrative direction of the ASU Program Manager, the Coordinator will support the success of Mastercard Foundation Scholars enrolled in ASU's online graduate programs. This role will provide advising support and coordinate components of the Scholars Program, ensuring that program goals and objectives are achieved in alignment with established priorities, timelines, funding guidelines, and other key requirements. The primary focus of this position is the implementation of engagement strategies, student support services, and learning initiatives designed to foster academic achievement, leadership development, and community connection among Scholars studying at Kepler College in Kigali, Rwanda. Based in person at Kepler College, the Coordinator will work collaboratively with a broader team of coordinators supporting the online Scholars Program and will contribute to the design, delivery, and assessment of programming while providing on-the-ground support to enhance the overall student experience.

Employee Type: Full-Time

Location: Kigali, Rwanda

Salary Range: 36,000,000 RWF to 43,000,000 RWF

Essential Duties:

- Plan, coordinate, and facilitate signature programs and activities in collaboration with the Program Manager and broader Scholars Program team, including orientation, monthly meetings, and immersive summer experiences.
- Serve as a direct advisor for assigned online graduate Scholars and participants, providing guidance and monitoring academic progress while coordinating timely support and interventions in collaboration with the Program Manager, academic units, faculty, and staff.
- Lead reflective activities and group discussions to promote critical thinking and community-building.
- Coordinate logistics with university departments for the program's virtual and in-person components.
- Advance the awareness and engagement of students in ASU's service, volunteer, entrepreneurial, and social innovation initiatives.
- Maintain accurate student records and program data; prepare reports and track budget-related information.
- Liaison with students, staff, faculty, and external partners to ensure the delivery of wrap-around services.
- Perform other duties as assigned.

Minimum Qualifications

- Master's degree in education, public administration, social work, instructional design, global development, or a related field.
- The successful candidate must also demonstrate the ability to work independently with minimal supervision.
- Applicants must be in Kigali, Rwanda and be able to commute to Kepler College campus.

Desired Qualifications

- Alumni of the Mastercard Foundation Scholars Program, having completed the program at either the undergraduate or graduate level.
- Experience in learning design, online classroom engagement, virtual facilitation, or instructional content creation.
- Experience with scholarship program coordination and administration.
- Familiarity with sub-Saharan Africa and youth-facing initiatives.
- Ability to make decisions to best serve participants and stakeholders of a project.

Working Environment

- May involve occasional evening or early morning hours to accommodate Scholar availability, team needs, and cross-functional collaboration across global time zones.
- Ability to clearly communicate to perform essential duties.
- Ability to work both independently and within a complex, structured team.