

College Success Counselor

Summary

The primary responsibility of the College Success Counselor is to create and employ strategic structures to support high school alumni enrolled in college. The College Success Counselor will work with our scholars and their families beginning in the spring of their senior year, as they prepare for the transition to college, including teaching the Transition to College class. The College Success Counselor will stay in touch with college students, track their progress, and offer academic support. This includes visiting students at college campuses and arranging meetings to fit the needs of alumni and their families. The ideal candidate will possess an extensive knowledge of the college admissions and financial aid processes as well as the skills necessary to help students be successful in college. Chief among these skills are entrepreneurial, detail oriented, systems-driven, organized, relentless, creative problem solver, and consistent with follow-through. The ideal candidate will also possess research, networking, and communication skills to connect students to on-campus champions and resources. In order to meet the ambitious goals, an ideal candidate must also plan carefully in order to ensure strategic use of time and resources. The College Success Counselor will report directly to the Network Director of College Success.

Responsibilities of the College Success Counselor will include:

- **Manage College Success Program at the school their high school**
 - Ensure overall quality and success of post-secondary support systems by unrelenting pursuit of programmatic success and improvement
 - Manage school's alumni data tracking and creation of the annual Alumni Academic Report
 - Manage school's College Success program budget
- **Strategic Support (Academic, Emotional/Social, Financial) for Alumni**
 - Implement and Execute Data-Driven Approach to Alumni Support
 - Contact each alumnus on caseload via phone, email or in person to build positive relationships (the Counselor's caseload in 2015 will consist of approximately 40 students, including current seniors)
 - Conduct face-to-face meetings with high priority alumni at least once per semester
 - Proactively build relationships with Academic Advisors, Academic Success Programs, Opportunity Programs, Financial Aid Officers, and Deans at various colleges to loop students into support services at their schools
 - Track report cards/transcripts, current contact information, and course selection for all assigned students
 - Manage the Alumni Book Scholarship
 - Co-plan and execute calendar-year of alumni rituals and traditions
- **Senior Matriculation Process**
 - Teach the "Transition to College" course during spring of senior year
 - Manage Senior college matriculation process
 - Track data and materials to ensure smooth and efficient matriculation process
- **College/University Relationship Development**
 - Develop and maintain relationships with campus "champions" to build positive relationships and understanding of AF and your school's alumni

- Become familiar with the academic and social environments at the various colleges alumni are considering in an effort to recommend suitable matches
 - Build strategic partnerships with key players on campus to connect to our alumni
 - Support the college process during strategic times as determined by the college counselor
- **5th Year Senior Support and Programming**
 - Manage and support the admissions and matriculation process to college
 - Create and monitor specialized calendar
 - Coordinate with Academic Dean
- **Early College Awareness Support and Integration**
 - Co-plan and execute alumni events as a vehicle for conveying “lessons learned from Alumni” to underclassmen and the faculty and staff
 - Meet with the school leadership team and Team College Hartford staff to continually evaluate and implement best practices for college matriculation and persistence in the early grades
- **Data**
 - Track and complete monthly reports on alumni results via the College and Alumni Report Card
 - Prepare reports and next steps for Alumni Academic Data Reports
 - Prepare and present Alumni results to full faculty
 - Manage and maintain Alumni tracking database, Salesforce
- **Other Early College Awareness Duties**
 - Event coordination with Achievement First Network Support
 - Attend weekly college department meeting
 - Attend weekly grade level team meeting
 - Support grade level team in planning character experiences, field trips, etc.

Skills and Characteristics

- Extensive knowledge of the college admissions and the financial aid process; including an understanding of requirements, forms, and college opportunity programs
- Extensive knowledge of the financial, academic, and social skills necessary to be successful in college
- Strong attention to detail
- Strong networking, presentation, communication, influencing and negotiating skills
- Comfort discussing issues of race and class, as well as an understanding of the obstacles and conditions of at-risk urban youth
- Teaching experience is a plus
- Proficiency in using the internet, Microsoft Word and Microsoft Excel
- Proficiency or background in Spanish is preferred but not required
- Focused on results – a flexible thinker who understands the chief metric is student achievement
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Willingness to serve as a “team player” and implement school wide discipline and culture systems

Educational Background and Work Experience

Achievement First is an equal opportunity employer.

- Bachelor's Degree
- Minimum of 3+ years of relevant work experience with a documented track-record of success
- Management or leadership experience with diverse populations
- The ideal candidate will have experience working with adolescents and/or families, particularly in traditionally under-served communities.
- Teaching and/or admissions experience will be considered a bonus

Compensation

Salary for this position is very competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package. Teachers receive funds for supplies and materials as well as a laptop computer.

To Apply

Achievement First is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. Learn more about diversity and inclusion at Achievement First at <http://www.achievementfirst.org/about-us/diversity/>.

To apply please click the link below:

<http://www.achievementfirst.org/careers/overview/>