

## **INTAKE SPECIALST – CAFÉCOLLEGE JOB ANNOUNCEMENT**

The San Antonio Education Partnership, a non-profit 501 (C) (3) organization, seeks an experienced professional to serve as the Intake Specialist for cafécollege.

The Intake Specialist for cafécollege will greet persons as they enter the facility and determine the needs of the client for the variety of services available. The Intake Specialist will work closely with the cafécollege Program Manager and College Access and Success Advisors to provide services to students, collect and manage data for clients who use the services of the center and to facilitate presentations as needed. The Intake Specialist will also work the cafécollege staff to update and maintain the center's client tracking system and assist in developing reports for the Program Manager and Executive Director as needed.

### **The San Antonio Education Partnership**

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The goal of the Education Partnership is to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate.

### **Responsibilities**

- Engage parents in the college planning process utilizing a proactive approach
- Assist with cafécollege outreach and marketing efforts
- Responsible for all data entry and data management, to include database, member forms, and sign-in sheets
- Create and present status updates/reports to the Program Manager and Executive Director on a regular basis using the client tracking software for the Center
- Answer frequent telephone calls, electronic mail, and requests for information
- Check people in at the front desk and conduct cafécollege orientations if needed
- Serve as main point of contact to the public, sitting at the front desk
- Report directly to the Program Manager on all activities and events
- Perform other duties as assigned by the Program Manager and Executive Director
- Train with Advisors to learn one-on-one advising services, which may be required during periods of heavy traffic

### **Qualifications**

- Bachelor's degree in a program that imparts a broad liberal education. Other combinations of experience and education that meet the minimum requirements may be substituted
- A valid driver's license and an insured personal vehicle
- Bilingual required

- Enthusiasm for higher education
- Excellent communication skills, both oral and written
- Excellent organizational skills
- Experience with Microsoft Office programs including Word, Excel, PowerPoint and Access

### **Working Conditions**

- This position will require working on evenings and weekends

### **Physical requirements**

- Physical requirements include visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment
- Subject to sitting, standing, bending, twisting, and walking to perform the essential functions

### **Direct Reports**

- No direct reports to this position

### **To Apply**

Qualified candidates should forward a letter of interest, a resume, and three references **by December 14, 2018** to:

**San Antonio Education Partnership  
Attn: Rebeca Gonzalez, Program Manager  
131 El Paso  
San Antonio, TX 78204  
rgonzalez@saedpartnership.org**

***Salary: \$29,000 + full time benefits to include health, dental, life, vacation leave, sick leave and retirement plans***

*The San Antonio Education Partnership is an Equal Employment Opportunity Employer*