

COLLEGE ACCESS AND SUCCESS ADVISOR – CAFÉCOLLEGE JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501 (C) (3) organization, seeks an experienced professional to serve as a College Access and Success Advisor – cafécollege.

The College Access and Success Advisor will provide services to students of all ages resulting in higher education opportunities and attainment by working closely with the San Antonio Education Partnership directors and staff to develop, plan, implement, and coordinate effective programs and activities promoting higher education opportunities for high school and middle school students as well as adults returning to higher education.

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

- Coordinate multiple projects that will increase knowledge about college access and financial aid for students and help transition students from high school to college
- Provide services to students in five key areas: goal setting, career planning, college entry and enrollment, financial aid, and college transition
- Meet with students for one-on-one advising sessions to assess student needs and goals
- Guide and advise students on the college application and admission processes
- Guide and advise students on the college financial aid process
- Guide students through the actual FAFSA/TASFA to ensure correct completion, verification, and acceptance of financial award
- Guide and assist students with identification and applications for additional financial resources, scholarships, etc.
- Advise and document student's participation in college preparation sessions and benchmark successes (data collection and entry)
- Maintain security and confidentiality of student record information and use for data system input
- Manage multiple projects, meet deadlines, achieve objectives and submit timely performance plans and reports
- Serve as liaison between the San Antonio Education Partnership and school staff, coordinating outreach for cafécollege
- Conduct outreach to increase awareness of services and scholarship with students, school staff and faculty, parents and the community at large
- Coordinate efforts with other organizations servicing students at schools.
- Work with supervisor to develop and implement data-driven, innovative, strategic enhancements to ensure continuous improvement of area/program
- Perform related duties and fulfill responsibilities as required and/or assigned

Qualifications

- Bachelor's Degree from an accredited college or university with major coursework in the Social Sciences, Education or a related field of study or equivalent combination of education and experience

- One year experience providing services related to pre-college preparation or college Access
- Three years experience providing services to high school youth populations
- Experience in multiple data collection and performance accountability
- Computer literate in Microsoft Word, Excel, and Access
- Ability to communicate effectively both verbally and in writing
- Skilled in interpersonal relationships with students and adults in leadership, management, teaching, counseling and/or other professional positions
- Ability to present an image of confidence and professionalism in appearance and attitude
- Knowledge of public school systems practices, policies and procedures
- Ability to engage students to recognize their talents and create or awaken a desire to achieve
- Knowledge of college access process to include applying and acceptance into college, career awareness and assessment, goal setting, financial aid, and transitioning to college
- Knowledge of advising/counseling techniques and procedures
- Ability to organize work, set priorities, coordinate workload, handle multiple responsibilities and meet deadlines
- Ability to maintain strict confidentiality of information and data gathered from work with students and parents
- Ability to deal with diverse situations and people.
- Ability to establish and maintain cooperative working relationships with staff and those contacted in the course of work.
- Willingness to learn new things and eagerness to acquire new skills.
- A valid driver's license and an insured personal vehicle
- **Bilingual - Spanish**

Working Conditions

- The schedule for this position will not exceed 40 hours a week, however may include evenings (until 7 pm) and Fri/Sat 8-5

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 Thursday, August 15, 2018** to:

**San Antonio Education Partnership
Attn: Rebeca Gonzalez, Program Manager
131 El Paso St.
San Antonio, TX 78204
rgonzalez@saedpartnership.org
fax: 210.207.4765**

Salary: \$33,007 - \$35,000 + full time benefits to include health, dental, life, vacation leave, sick leave and retirement plan

The San Antonio Education Partnership is an Equal Employment Opportunity Employer