

# **COLLEGE ACCESS AND SUCCESS ADVISOR – ROAD TO SUCCESS 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 – Road To Success.

The College Access and Success Advisor will provide services to students 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 students.

## **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 awards
- Guide and assist students with identification and applications for additional financial resources
- Advises and documents student's participation in college preparation sessions and benchmark successes
- Understand and follow FERPA guidelines and Partnership policies regarding privacy, security and sharing of student related information
- 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 college access services
- Conduct outreach to increase awareness of services and scholarships with students, school staff and faculty, parents and the community at large
- Be able to coordinate services with other organizations servicing students at schools
- Perform related duties and fulfill responsibilities as required and/or assigned

## **Qualifications**

- Bachelor's Degree from an accredited college or university with major course work 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, college access and student financial aid
- Three years' experience providing services to high school youth populations
- Experience in multiple data collection, data entry 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, coordinates 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
- Preferred Bilingual - Spanish

### **Working Conditions**

- This position will require working occasional 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 September 13, 2019** to:

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

***Salary: \$33,007 + 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*