



Position Description: Postsecondary Access Adviser

Organizational Summary: The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling academically-focused, low-income K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to local high school students through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

Program Summary: As a complement to its enrollment-based *K to College* programs that serve students in elementary school through college, the Emily K Center is committed to serving Durham youth more broadly through its newest and only open-access program, *Game Plan: College*. Through partnerships with schools and mission-aligned community-based organizations, *Game Plan: College* is a part of a systematic approach to ensuring all high school students, regardless of income or background, have the high-quality information and support they need to access their best-fit postsecondary option. Keys to success for this strategy include successful community partnerships, most notably, with Durham Public Schools; strong program leadership that reflects a collaborative and entrepreneurial spirit; knowledge of the postsecondary landscape as it relates to students' awareness of and ability to access diverse postsecondary pathways; high-quality curriculum-based workshops and individualized advising aligned with best practices for meeting key college access milestones; and the application of an equity lens through which the importance of the programmatic work is understood and executed.

Job Title: Postsecondary Access Adviser

Job Goal:

Reporting to the Associate Director of Postsecondary Access and working with a collaborative team of advisers, the Postsecondary Access Adviser is responsible for supporting the execution of the *Game Plan: College* service delivery model, which includes delivery of curriculum-based workshops, individualized advising services, and collaborative planning and execution of events designed to build and strengthen a college-going culture at Durham's public high schools. Postsecondary Access Advisers are critical to the development of a systemic approach to ensuring all high school students have access to quality postsecondary advising and support that helps them successfully connect to their best postsecondary option.

Qualifications:

- Bachelor's degree required. Minimum of two years experience successfully advising or working with diverse and economically-disadvantaged students and families preferred. Experience in academic, college, alternative postsecondary pathways, or higher education advising highly preferred.
- Training in college access, including all aspects of college admissions and financial aid procedures, and familiarity with entrance requirements and procedures for accessing community colleges, military options and alternative postsecondary pathways
- Evidence of ability to build rapport and sustain positive relationships with students as well as school and community-based organization personnel, including school leaders, counselors, teachers and support staff
- Evidence of ability to build rapport and sustain positive relationships with youth
- Demonstrated ability to develop and deliver curriculum-based workshops with specific objectives, and ability to gauge effectiveness and learning gains
- Demonstrated case management and progress tracking skills
- Track record of success working both independently and collaboratively with a team
- Excellent organizational, communication, and information management skills
- Local travel required for school- and community-based service delivery
- Spanish proficiency strongly preferred

Primary Responsibility Areas:

Direct Student Services: Deliver information and provide support, tools and resources necessary for students in grades 9-12 to understand, prepare for, and complete the college/postsecondary access process. Information will be delivered to students individually, as well as in small to large group settings. In addition, for students currently in or nearing the senior year of high school, provide a detailed timeline for the entire college application process (including financial aid and transition into college), and offer individualized guidance and counseling to help students select and apply to their best-fit postsecondary option.

Data management: Support the Associate Director of Postsecondary Access and the evaluation team in collecting, managing and sharing data to improve our services to high school students. In consultation with the Associate Director of Postsecondary Access, evaluate the needs of each assigned school and implement interventions and activities that will address identified needs and opportunities. Submit bi-weekly reports to the Associate Director that includes status updates on initiatives, student services, and customer satisfaction. Track, evaluate, and report on students' progress and program performance in accordance with program expectations.

Events and Outreach: Build and maintain relationships with students, parents, schools, and community-based agencies and organizations, serving as an advocate for students when necessary. Plan group activities (such as assemblies, classroom presentations, club meetings, PTA workshops/presentations) in assigned schools and/or organizations in an effort to build awareness of the importance of postsecondary attainment and increase awareness of *Game Plan: College's* services to students and families.

Program Initiatives: Design, coordinate, implement, and support on- and off-site programming, activities, events, and curricula related to the college access process, including but not limited to goal setting, academic preparation, college planning and preparation, financial aid, leadership development, and career exploration in collaboration with Emily K Center staff. Design and implement special events designed to increase and celebrate postsecondary attainment and a college-going culture, in close collaboration with school and program leaders. Other duties as requested.

Terms of Employment: Full-time position with health and retirement benefits. Competitive pay, commensurate with experience and qualifications. Some flexibility in schedule. Occasional Saturday programming required.

Evaluation: Performance of this job will be evaluated annually.

To apply: Submit one document that includes your resumé and cover letter outlining your qualifications and interests to the attention of Dr. Dwayne Campbell at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by July 5, 2019. For more information visit www.emilyk.org.