



Position Description: Postsecondary Access Advisor

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Program Summary: As a complement to its enrollment-based programs that serve students in elementary school through college, the Emily K Center is committed to serving Durham youth more broadly through its 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, 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 Advisor

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 (for two- and four-year institutions), and familiarity with entrance requirements and procedures for accessing alternative postsecondary pathways
- Evidence of ability to build rapport and sustain positive relationships with students as well as school and community-based organization personnel
- Evidence of commitment to serving students and families who face systemic barriers to educational and economic success effectively
- Record of success recruiting and/or engaging students and families who face the most pronounced barriers to postsecondary access (students from Black/African-American, Latinx, lower socioeconomic backgrounds and students who will be the first in their families to go to college) in initiatives and services related to achievement, success, and future-orientation
- 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

Job Goal:

Reporting to the Director of Postsecondary Access and working with a collaborative team of advisors, the Postsecondary Access Advisor is responsible for supporting the execution of the Game Plan: College service delivery model, which includes delivery of curriculum-based workshops, individualized (1:1) advising services, and collaborative planning and execution of events designed to build and strengthen a college-going culture at

Durham's public high schools and within partner organizations. Postsecondary Access Advisors are critical to the development of a systematic approach to ensuring all high school students, and especially those furthest removed from opportunity, have access to quality postsecondary advising and support that helps them successfully connect to their best-fit postsecondary option.

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 for pursuing two- or four-year college degrees, as well as postsecondary certificates and the military. Information is delivered to students individually in advising sessions and in small to large classroom or group settings. For students currently in or nearing the senior year of high school, offer individualized guidance and counseling to help students select and apply to their best-fit postsecondary option and provide a detailed timeline for the entire application process (including financial aid and enrollment requirements). Plan group activities (e.g., classroom presentations, club meetings, school/PTA workshops, and presentations) in assigned schools in an effort to build awareness of the importance of higher education and awareness of Game Plan: College's services for students and families. In consultation with the Director of Postsecondary Access, evaluate the needs of each assigned school and implement interventions and activities that will increase postsecondary awareness and college access support for students.

Data Management: Support the Director of Postsecondary Access and the evaluation team in collecting, managing, and sharing data to improve our services to high school students. Submit bi-weekly reports to the Director that include status updates on initiatives, student services, and customer satisfaction. Track, evaluate, and report on students' progress and program performance in accordance with program expectations.

Outreach: Build and maintain relationships with students, schools, community-based organizations, parents, and other outside agencies and organizations, serving as an advocate for students when necessary. Experience with mass communication via newsletters, social media and other strategies with proven effectiveness for reaching the target population is an asset, but not required.

Program Support: Coordinate, implement, and support assigned on- and off-site programming activities, events, and curricula related to the college and postsecondary access process. Assist with the cultivation and implementation of special events and initiatives that vary in scale from small, school-based events to coordinated, community-wide events and initiatives. Other duties as requested.

Terms of Employment:

(NOTE: We are currently hiring both a full-time and a part-time Postsecondary Advisor.)

- Full-time position: Comprehensive health and retirement benefits. Salary range: low to mid \$50K range. Some flexibility in schedule. After school & evening hours are common; occasional weekends required.
- Part-time position: 10 hours per week. Some flexibility in schedule; some evenings required. Hourly rate is \$25 per hour.

Evaluation: Performance of this job will be evaluated annually.

To Apply: Submit one document that includes your resumé and a cover letter outlining your qualifications and interest to the attention of Christina Villegas at jobs@emilyk.org with position title in the subject line. *Please specify whether you would like to be considered for the full-time or part-time position in your cover letter.* Applications will be reviewed on a rolling basis with preference given to applications received by May 20, 2022. Position begins June 2022. For more information visit www.emilyk.org.