



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.

Job Title: Director of College Success

Qualifications:

1. Minimum of five years of experience developing, implementing, and leading programs serving students who face systemic barriers to educational opportunity
2. Minimum of bachelor's degree required
3. Connection to and understanding of North Carolina's college access, enrollment, persistence and completion landscape required
4. Evidence of exemplary program and staff management experience
5. Experience leading college and career advising and support strategies and connecting students with needed resources
6. Exceptional interpersonal, leadership, relationship-building, and communication skills
7. Demonstrated ability to utilize data to inform and/or drive decision making and program enhancement
8. Demonstrated commitment to infusing racial equity and culturally responsive pedagogy into work with students, families, and communities whom society has marginalized

Job goal:

Under the supervision of the Senior Director of Program Operations, provide support and supervision to Scholars on Campus staff, including one full-time College Success Advisor, one part-time Career and Professional Development Advisor, and up to two work-study students. Provide direct support to students enrolled in the Scholars on Campus program and the Alumni Network, with a particular focus on directly supporting the career development needs of students beyond their second year of college. Monitor student progress and outcomes and maintain updated information in organizational databases. Cultivate and steward community and university partnerships designed to meet the needs of enrolled students and recent college graduates. In close collaboration with the Director of College Readiness, develop processes and programming that reflects alignment of goals and strategies across the Center's college access and success programs. Collaborate across the organization to strengthen overall programming and develop strategies for supporting first generation college students to be prepared for success in college and to access career opportunities that meet their needs and interests.

Primary Responsibility Areas:

Program Management: Lead core and supplementary Scholars on Campus and Alumni Network components and services. Lead the Scholars on Campus application and selection process, including parent outreach and engagement. In collaboration with program staff, develop programming designed to meet the needs of currently enrolled and recently graduated students. Support the implementation of program evaluation systems and processes. Under the direction of the Senior Director of Program Operations, engage in a process of continuous improvement and monitoring of program fidelity. In collaboration with the Director of College Readiness, lead

the coordination of programming designed to prepare the senior class of Scholars to College for the transition to college and to the Scholars on Campus program. Create and manage the Scholars on Campus program and Alumni Network calendar and budget. Cultivate opportunities for ongoing alumni engagement and development.



Student Support Services: Provide proactive advising and direct support to Scholars on Campus students and families in individual and group settings. Provide responsive support designed to assist students with barrier navigation, utilizing intrusive advising strategies and connecting students to internal and external mental health resources when needed. Facilitate student connection to and engagement in community- and campus-based resources designed to support students' successful progression through college and professional/ career development. Maintain updated database of all Center alumni, serving as the primary point of contact. Develop and implement opportunities for ongoing alumni engagement with the goal of mobilizing the Alumni Network in a way that complements and contributes to the Center's mission.

Campus and External Relations: Maintain the Center's existing college and university relationships and build new partnerships based on programmatic needs and opportunities. When advantageous and appropriate, serve as the first point of contact and chief advocate for students regarding college enrollment, academic progress, financial aid, student support needs, and career opportunities. Represent the Center in community meetings, presentations, professional conferences and other outreach opportunities as appropriate.

Terms of Employment: Full-time position with comprehensive benefits. Some flexibility in schedule. Some evening and Saturday commitments may be required. Some overnight travel may occasionally be required (local and national). Employment is contingent upon successful clearance of criminal background check. Pay range: low-to-mid \$60K. Preferred start date: August 2022.

Evaluation: Performance of this job will be evaluated annually.

To apply: Submit one document that includes your resume and a cover letter outlining your qualifications and interests to the attention of Dr. Valerie Anderson at jobs@emilyk.org with the subject line "Director of College Success Position." Applications will be reviewed on a rolling basis until the position is filled.