



Position Description: Postsecondary Transition Advisor

Part-time

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 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 Transition Advisor

Qualifications:

- Bachelor's degree preferred or minimum of two years experience successfully advising or working with students who are traditionally under-represented in higher education. Experience in academic, college, alternative postsecondary pathways, or higher education advising is highly preferred
- Training in college access, including all aspects of college admissions, North Carolina-residency determination, 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 is strongly preferred

Job Goal:

Reporting to the Director of Postsecondary Access and working with a collaborative team of advisors, the Postsecondary Transition Advisor is responsible for supporting the execution of the Citywide Summer Melt campaign. This initiative is a concerted effort to ensure that students in Durham complete the necessary steps required for matriculation to postsecondary education. These steps include completing the Free Application for Federal Student Aid (FAFSA), securing housing, and paying enrollment fees. The purpose of the Citywide Summer Melt Campaign is to provide support to high school seniors and recent high school graduates in Durham over the summer through a series of text message check-ins and one-on-one assistance. College-bound students will have the opportunity to connect with other students attending their college and with professionals at the institutions they are attending. The Postsecondary Transition Advisor will oversee the identification of a text messaging platform, convene strategy meetings with team members and affiliated stakeholders, conduct outreach to prospective participants, support their successful matriculation in the fall, and follow up with students served after they have enrolled. The Summer Melt campaign will run from March through August of 2024. The Postsecondary Transition Advisor will continue to provide support and collect data on college-enrollees through October 2024.

Primary Responsibility Areas:

Direct Student Services: Deliver information and provide support, tools, and resources necessary for high school seniors and recent high school graduates to understand, prepare for, and complete the college/postsecondary access process for pursuing two- or four-year college degrees, as well as postsecondary certificates. Information and guidance will be delivered to students through an extensive text messaging campaign, 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 complete the enrollment process at their best-fit postsecondary option and provide a detailed timeline for the entire enrollment process (including financial aid and matriculation requirements). Plan group activities (e.g., classroom presentations, workshops, etc.) for students who opt into the Citywide Summer Melt campaign in an effort to ensure successful matriculation 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 student 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 postsecondary enrollment and matriculation in accordance with program expectations.

Outreach: Identify and recruit student participants for the Citywide Summer Melt Campaign. Build and maintain relationships with students, schools, community- and faith-based organizations, parents/caregivers, 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 and the Citywide Summer Melt Campaign, more broadly. 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:

- Part-time position: 10-25 hours per week, from January 2024-October 2024. Some flexibility in schedule; midday and weekday evening availability preferred (4:00 - 7:00 pm) and occasional assistance with weekend events.
- Hourly rate is \$25 per hour.

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 the position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by December 29, 2023. The position begins in early- to mid-January 2024. For more information visit www.emilyk.org.