



## **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 completion, 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, 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 postsecondary 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

### **Key lived experiences, attributes and skill sets sought:**

- Bachelor's degree required
- Minimum of two years experience successfully advising students who face systemic barriers to higher education to navigate the college/postsecondary application process
- Experience and training in 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 organizations
- Evidence of commitment to recruiting, engaging, and supporting students and families from diverse racial/ethnic and socioeconomic backgrounds, especially those reflective of the Durham community effectively
- 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
- Candidates with lived experience and professional backgrounds that are particularly aligned with engaging and supporting Black/African-American male students and communities are especially encouraged to apply

**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 program, 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/postsecondary culture at Durham's public high schools and within the Durham community at large. 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, postsecondary certificates, and the military. Information is delivered to students through individualized (1:1) 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 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. Develop and execute effective methods for engaging the target population through diverse communication and media platforms.
- *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 workshops and events to coordinated, community-wide events and initiatives. Other duties as requested.

**Terms of Employment:** Full-time position with comprehensive health and retirement benefits. Hiring range: mid \$50K. Some flexibility in schedule. After-school & evening hours are common; occasional Saturdays required.

**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](mailto: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 April 19, 2024. The position begins in May/June 2024. For more information visit [www.emilyk.org](http://www.emilyk.org).