

# *Young Women's Preparatory Network*

## **JOB DESCRIPTION**

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**JOB TITLE:** College Bound Advisor (CBA)

**EFFECTIVE DATE:**

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**Reports to:** Principal, Chief Executive Officer and Director of Alumnae Relations

**FLSA Classification:** Exempt

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**JOB SUMMARY:** The College Bound Advisor (CBA) provides personalized and age appropriate college advising services to our students. The CBA's main role is to foster a college-bound environment, guiding our students and their families through the college admissions, financial aid, and matriculation processes—with the goal of placing each student in a good fit college where she will thrive. In addition, the CBA assists support students' successful transition to college, and works to ensure that all students are college eligible.

### **MINIMUM QUALIFICATIONS:**

- Minimum of five years related professional experience in a high school or college setting
- Bachelor's Degree in related field, Master's preferred
- Certificate in College Counseling or PPS Credential, a plus
- Successful experience with college admissions and counseling at the high school or college level
- Knowledge of barriers faced by low income, first generation, college bound students
- Successful experience working with students and parents from diverse socioeconomic, racial, and ethnic backgrounds
- Willingness to go above and beyond for our students
- Extensive knowledge of the college admissions and the financial aid process
- Proficiency in Spanish, a plus
- Ability to use data management software, such as Excel, Naviance, and other virtual database systems
- Willingness to periodically travel and host weekend or evening events
- Commitment to the mission of YWPN

### **KNOWLEDGE AND SKILLS:**

- Excellent verbal and written communication skills
- Ability to collaborate effectively with the high school's administration, faculty, and staff
- Strong interpersonal, planning, and organizational skills
- Ability to work independently and collaboratively with others to achieve overall goals and objectives
- Demonstrated ability to manage a group of students with diverse needs
- Experience accessing college access counseling networks and other service providers and organizations to meet the needs of students

### **ESSENTIAL RESPONSIBILITIES:**

- Build and sustain a school-wide culture of attending college
- Coordinate student workshops and parent orientations/meetings for each grade level
- Engage parents and adult supporters in the college planning, admissions, and college selection processes
- Assist students in navigating the college search and application process, including working with students in groups and one-on-one to ensure college application, admissions essays, financial aid, and enrollment processes are completed with adherence to timelines.
- Facilitate college admission and financial aid workshops for students and parents
- Support scholarship and award search processes for students
- Collaborate with Young Women's Prep staff and school staff to define and implement age appropriate college programing and guidance throughout the grade levels (6<sup>th</sup>-12<sup>th</sup> grade)

- Support college preparation experiences through classes and special events ( guest speakers, college fairs/visits from colleges, college visits, summer programs, SAT test preparation courses)
- Maintain external relationships to bring college bound opportunities to the school
- **Collaborate with appropriate campus staff** to ensure standardized testing and test preparation (SAT/ACT/PSAT/AP) occurs at the appropriate time for each grade level, and that correct testing processes are implemented
- Track and report key student performance indicators to school leadership and YWPN (e.g. student credits, progress toward graduation, college eligibility, college/program applications, college/program acceptances, scholarships)
- Network with college admissions professionals to improve the school's visibility and reputation, thereby encouraging the active recruitment of Young Women's Prep students
- Advocate with college admissions and financial officers on behalf of our students during the college admission and enrollment processes;
- Support and facilitate enrollment with local colleges, as appropriate
- Cultivate relationships with community organizations and supporter as their interests relate to college admissions and success, including establishing opportunities for internships
- Prepare periodic reports on programming and outcomes for Young Women's Prep and School leadership
- Serve as a liaison to community organizations and supporters---as their interests relate to college admissions and success
- Providing one-on-one college advisement
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**ADDITIONAL RESPONSIBILITIES:**

- Maintain current knowledge of the admissions and financial processes through relevant reading, memberships, and conferences
- Take part in summer SOAR program or similar program
- Support graduates in college with periodic personal check-ins, mentoring, and social networking to identify and problem-solve barriers to college matriculation
- Support a student alumni network that will provide support to current high school students (guest speakers, hosts for college visits) and prospective/incoming college students (college ambassador role to support younger students)
- Support YWPN post-graduate tracking studies
- **Implementing other duties necessary to successfully carry out the College Bound mission**

**PHYSICAL REQUIREMENTS:**

- Ability to lift, carry and otherwise move up to 10 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
- Ability to utilize computer equipment to complete daily work responsibilities
- Ability to operate fax/copy machines, telephone, calculator and general office equipment

**EQUAL OPPORTUNITY EMPLOYMENT:**

The Young Women's Preparatory Network is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to age, sex, race, color, ancestry, religious creed, national origin, pregnancy, physical or mental disability, medical condition, marital status, political affiliation, sexual orientation, gender identity, individual genetic information, disabled veteran or Vietnam Era Veteran Status.

**AMERICANS WITH DISABILITIES ACT:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**JOB RESPONSIBILITIES:**

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Young Women's Preparatory Network may change the specific job duties with or without prior notice based on the needs of the organization.

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Signature

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Date