

College Success Advisor (CSA)
Young Women's STEAM Academy at Balch Springs
Dallas, TX



Reports To: Principal and Executive Director of College Success for YWPN

FLSA: Exempt

Start Date: July 1, 2024

Salary: Compensation based on experience

JOB SUMMARY

The College Success Advisor (CSA) plays a vital role in shaping our students' futures. The CSA will provide personalized college advice that considers each student's age and needs. The CSA's primary focus is cultivating a college-going culture, guiding students and their families through the entire journey – from admissions and financial aid to matriculation. The goal is to ensure each student finds a "good-fit" college where they can flourish.

MINIMUM QUALIFICATIONS

- Bachelor's degree in education, counseling, or a related field. Master's degree preferred.
- Three (3) or more years of experience working with college-bound students in a high school or college setting.
- Demonstrated experience with college admissions processes and counseling at the high school or college level.
- Understanding of the challenges faced by low-income, first-generation college students.
- Strong communication and interpersonal skills to build trust and rapport with students and families from diverse backgrounds.
- Commitment to YWPN's mission and a passion for empowering students.

PREFERRED QUALIFICATIONS

- Five (5) or more years of experience working with college-bound students.
- Extensive knowledge of college admissions and the financial aid process.
- Proficiency in Spanish.
- Ability to use data management software (e.g., Excel, Naviance) and virtual database systems.
- Willingness to periodically travel and host weekend or evening events.

KNOWLEDGE AND SKILLS

- **Communication:** Excellent verbal and written communication skills with the ability to effectively explain complex topics to students, families, and school staff.
- **Collaboration:** Ability to build strong working relationships and collaborate effectively with the high school's administration, faculty, and staff.
- **Organization and Management:** Strong interpersonal, planning, and organizational skills to manage student caseloads and effectively prioritize tasks.
- **Teamwork:** Ability to work independently and collaboratively with others to achieve departmental and student success goals.
- **Student Advocacy:** Proven ability to manage and advocate for a diverse group of students with varying needs and educational backgrounds.
- **Resource Navigation:** Experience connecting students and families with appropriate college access counseling networks, service providers, and other organizations to meet individual student needs.

ESSENTIAL RESPONSIBILITIES

Cultivating a College-Bound Culture:

- Build and sustain a school-wide culture that promotes college readiness and exploration.
- Coordinate student workshops and parent orientations/meetings tailored to each grade level, addressing college planning and admissions.
- Engage parents and adult supporters in the college planning process, empowering them to guide students effectively.

Guiding Students Through College Admissions:

- Assist students in navigating the college search and application process, including individual and group sessions.
- Ensure timely completion of college applications, admissions essays, financial aid applications, and enrollment processes.
- Facilitate college admissions and financial aid workshops for students and parents.
- Support students with scholarship and award search processes.

Collaborating for Student Success:

- Collaborate with YWPN and school staff to develop and implement age-appropriate college programming throughout the grades (6th-12th).
- Support college preparation experiences through classes, guest speakers, college fairs/visits, summer programs, and SAT prep courses.
- Maintain external relationships to bring additional college-bound opportunities to the school.

Data-Driven Support and Advocacy:

- Track and report key student performance indicators (credits, graduation progress, college eligibility, applications, acceptances, scholarships) to school leadership and YWPN.
- Network with college admissions professionals to enhance the school's visibility and encourage student recruitment.
- Advocate with college admissions and financial officers on behalf of students during the application and enrollment processes.

Ensuring Smooth Transitions:

- Support and facilitate enrollment with local colleges, as appropriate.
- Cultivate relationships with community organizations and supporters to explore internship opportunities for students.

Reporting and Communication:

- Prepare periodic reports on college access programming and student outcomes for YWPN and school leadership.
- Serve as a liaison to community organizations and supporters focused on college admissions and success.
- Provide one-on-one college advisement to students.
- Partner with the counselor to ensure graduation requirements are met.

ADDITIONAL RESPONSIBILITIES

Professional Development and Knowledge Base:

- Maintain current knowledge of college admissions and financial aid processes through ongoing professional development activities, including reading relevant materials, attending conferences, and participating in memberships.

Post-Graduate Support:

- In collaboration with the YWPN Executive Director of College Success, conduct periodic check-ins with graduates to offer support and identify any barriers to college matriculation.
- Provide mentoring and social networking opportunities for graduates.
- Assist the YWPN Executive Director of College Success with tracking post-graduate outcomes (matriculation, persistence, and graduation).

Programmatic Success:

- Implement additional duties as assigned to ensure the successful execution of the College Success Initiative Model.

PHYSICAL REQUIREMENTS

- Ability to lift, carry, and otherwise move up to 10 pounds regularly
- 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 following applicable law.

JOB RESPONSIBILITIES

The above statements reflect the general duties and responsibilities considered necessary to perform the job's essential functions. This document should only be considered a fully detailed description of some of 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 organization's needs.