



### **Position Description: College Success 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 Description:** The College Success Advisor works closely with the Director of College Success to support students enrolled in the Emily K Center's Scholars on Campus program, a college success program designed to ensure students who have completed the Emily K Center's Scholars to College program have the resources and guidance needed to transition to, persist in, and graduate from college. Our Scholars on Campus staff stay connected to students throughout their time in college and provide individualized support and guidance through a variety of modes, including in person visits, phone calls, texts, emails, video conferencing and social media. Additionally, staff develop a variety of specially cultivated workshops and events designed to help students succeed in college and secure careers post-graduation. Scholars on Campus also hosts parent/caregiver empowerment sessions so that families are well prepared to support their student's college journey.

### **Job Title: College Success Advisor**

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

1. Minimum of three years' experience advising students in the areas of college access, college persistence and/or career development
2. Minimum of Bachelor's degree required
3. Knowledge of higher education processes and infrastructure, including those related to admissions, financial aid, housing, student life, counseling services and career services
4. Experience working effectively with students who are from backgrounds that are underrepresented in higher education, including first generation college students, and their families
5. Exceptional interpersonal, relationship-building, leadership and communication skills
6. Evidence of exemplary program development, student engagement, youth leadership development, and resource development
7. Ability to work independently and collaboratively in a team environment and to adapt to changing needs and priorities
8. Proven ability to manage, track and utilize data to guide and inform decision making and student support strategies
9. Strong case management skills, including the ability to handle sensitive and confidential information with discretion, sensitivity and responsibility
10. Solid grasp of the importance of racial equity as it relates to the overall college access, persistence and success landscape

#### **Job goal:**

Under the supervision of the Director of College Success, the primary goal of the College Success Advisor is to effectively serve a caseload of approximately 50-60 college students attending college both in North Carolina (approximately 85%) and out of state (approximately 15%) according to a developmental program model that provides more intrusive and intensive support to students during their early college years, and gradually decreases

and diversifies during latter years. The College Success Advisor works collaboratively with an additional College Success Advisor to provide support to cohorts of Scholars on Campus students during their transition from high school to college and throughout their college matriculation to ensure that they have the resources needed to persist to completion. The College Success Advisor provides individualized academic, financial, personal, and career guidance, and assists students to connect to and fully leverage their campus-based resources in order to meet their college and career goals. This work is augmented and supported through coordination with staff who provide supplemental support to address students' socioemotional needs. This role also assists in creating and executing events and initiatives that promote meaningful college experiences and address Scholars' ongoing developmental needs in an effort to help support Scholar success.

### **Primary Responsibility Areas:**

#### Direct Student Support

- Provide proactive, intrusive advising, direct support and case management for a cohort of Scholars on Campus students in individual and group settings according to a developmental model
- Establish and build relationships with Scholars that foster students' willingness to seek support and guidance during their college transition and throughout their post-secondary experience
- Identify critical milestones and assist Scholars to connect to pivotal leadership experiences that will position them for college and career success
- When advantageous and appropriate, serve as the first point of contact and chief advocate for students regarding college enrollment, academic progress, financial aid and student support issues
- Provide pre-college transition support to facilitate a smooth transition to college through assistance with summer workshops and a College Transition Retreat

#### Program Development and Support

- Develop programming such as workshops and events that meet Scholars' and alumni's emerging and ongoing needs in the areas of college, career and personal leadership development
- Maintain the Center's existing college and university relationships and build new partnerships based on programmatic needs and opportunities
- Facilitate meaningful Scholar engagement through building and supporting a virtual community and Scholar experiences that support postsecondary leadership development
- Represent the Center in community meetings, presentations, professional conferences and other outreach opportunities as appropriate
- Collaborate with internal Emily K Center program staff to jointly design and implement programs that enhance students' and families' capacity to access and succeed in college

#### Caseload and Data Management & Tracking

- Maintain database of students assigned to caseload, including updated academic, financial aid, and overall progress notes
- In collaboration with Data, Evaluation and Impact Specialist, monitor and analyze metrics to ensure progress towards success goals and mitigate risks that threaten those goals
- Provide updates to Director of College Success through regular meeting and reporting structures

**Terms of Employment:** Full-time position with comprehensive benefits. Some flexibility in scheduled work hours. Some evening and Saturday commitments may be required. Limited overnight travel required (local and national). Employment is contingent upon successful clearance of criminal background check. Pay range: Low to mid \$50K. Preferred start date: Late July / Early August 2024.

**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 interests to the attention of Tommy Yandle at [jobs@emilyk.org](mailto:jobs@emilyk.org) with the subject line "College Success Advisor." Priority deadline is July 26th . Applications will be reviewed on a rolling basis until the position is filled.