

COLLEGE ACCESS AND SUCCESS ADVISOR – ROAD TO SUCCESS, TIER 1 JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks an experienced professional to serve as a College Access and Success Advisor – Road To Success.

The College Access and Success Advisor will provide services to students resulting in higher education opportunities and attainment by working closely with the San Antonio Education Partnership directors and staff to develop, plan, implement, and coordinate effective programs and activities promoting higher education opportunities for high school students.

The San Antonio Education Partnership

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The goal of the Education Partnership is to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate.

Responsibilities

- Monitor and maintain student data and database. Must be able to correct errors by comparing data entered with source documents.
- Organize, file and secure all supporting documentation for eligible and non-eligible Partnership scholarship students and verify grades and attendance using high school transcripts
- Represent SAEP on college access or higher education councils/committees as needed
- Coordinate multiple projects that will increase knowledge about college access and financial aid for students and help transition students from high school to college
- Provide services to students in five key areas: goal setting, career planning, college entry, and enrollment
- Meet with students for one-on-one advising sessions to assess student needs and goals
- Guide and advise students on the college application and admission process
- Guide and advise students with college financial aid process
- Guide students through the actual FAFSA/TASFA to ensure correct completion, verification, and acceptance of financial award
- Guide and assist students with identification and applications for additional financial resources, scholarships, and pertinent resources
- Advise and document student participation in college preparation sessions and benchmark successes (data collection and entry)
- Assist student transition from high school to college following high school graduation (Summer Melt)
- Maintain security and confidentiality of student record information and use for data system input; understand FERPA guidelines and Partnership policies regarding privacy, security, and sharing of student-related information
- Manage multiple projects, meet deadlines, achieve objectives and submit timely designated performance plans and reports
- Serve as liaison between the SAEP and school staff, coordinating outreach for college access services
- Conduct outreach to increase awareness of services and scholarship with students, school staff and faculty, parents and the San Antonio community
- Coordinate efforts with other organizations servicing students at schools to avoid duplication of effort and resources
- Partner with supervisor to develop and implement data-driven, innovative, strategic enhancements to ensure continuous improvement of area/program
- Perform related duties and fulfill responsibilities as required and/or assigned by supervisor

Qualifications

- Bachelor's Degree from an accredited college or university with major course work in Education, Public Administration, Business Management, or related field. 1-3 years' experience working in field or related area considered in lieu of degree. Must be actively enrolled in accredited college or university for degree completion
- Knowledge of advising/counseling techniques and procedures
- Bilingual – Spanish preferred
- Experience in multiple data collection and performance accountability
- Proficient in Microsoft Office suite and data entry and reporting in relational softwares
- Knowledge of public school systems practices, policies and procedures
- Knowledge of college access process to include applying and acceptance into college, career awareness and assessment, goal setting, financial aid, and transitioning to college
- Ability to communicate effectively both verbally and in writing
- Skilled in interpersonal relationships with students and adults in leadership, management, teaching, counseling and/or other professional positions; willingness to establish and maintain cooperative working relationships with staff and those contacted in the course of work.
- Ability to present an image of confidence and professionalism in appearance and attitude
- Ability to engage students to recognize their talents and create or awaken a desire to achieve
- Ability to organize work, set priorities, coordinate workload, handle multiple responsibilities and meet deadlines
- Ability to maintain strict confidentiality of information and data gathered from work with students and parents
- Ability to deal with diverse situations and people
- Willingness to learn new things and eagerness to acquire new skills
- A valid driver's license and an insured personal vehicle

Working Conditions

- This position will require working occasional evenings and weekends

Physical requirements

- Physical requirements include visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment
- Subject to sitting, standing, bending, twisting, and/or walking to perform the essential functions

Direct Reports

- No direct reports to this position

To Apply

Qualified candidates should forward a letter of interest, a resume, and three references **by November 13, 2020** to:

San Antonio Education Partnership
Attn: Nangie Lowrie, Operations/HR Manager
131 El Paso
San Antonio, TX 78204
nlowrie@saedpartnership.org
fax: 210.207.4765

Salary: \$34,000-36,000 + full time benefits to include health, dental, life, vacation leave, sick leave and retirement plans

The San Antonio Education Partnership is an Equal Employment Opportunity Employer