

COLLEGE ACCESS & SUCCESS ADVISOR – UPGRADE/CAFÉCOLLEGE JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks an experienced professional to serve as a College Access & Success Advisor – Upgrade/caf college. ***This is a grant-funded position.***

The College Access & Success Advisor – Upgrade/caf college provides services to adult learners to create higher education opportunities and attainment. Works closely with the San Antonio Education Partnership (SAEP) directors, team members, and community partners to develop, plan, implement, and coordinate effective programs and activities for individuals seeking to obtain a degree. Advises adults starting or returning to higher education and consistently demonstrates SAEP core values of communication, integrity, excellence, respect, innovation, and teamwork.

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

- Provide services to students in five key areas: goal setting, career planning, college entry and enrollment, college affordability and financial aid, and college transition.
- Meet with students for one-on-one advising sessions to assess student needs and goals.
- Guide and advise students on the transcript evaluation, college application, and admission process.
- Guide and advise students with the college financial aid process.
- Guide students through the actual FAFSA/TASFA to ensure correct completion, verification, and acceptance of the financial award.
- Guide and assist students with identification of and applications for additional financial resources and scholarships.
- Advise and document student participation in college preparation sessions and benchmark successes (data collection and entry).
- Assist students in the transition to and through their college degree programs/plans.
- Monitor and maintain student data and database. Must be able to correct errors by comparing data entered with source documents.
- Partner closely with the Program Manager to cultivate and maintain mutually beneficial relationships with local higher education institutions (HEI), community-based organizations, and area employers. Grow resources for the Upgrade and caf college Programs to benefit the adult student.
- Coordinate multiple projects that will increase knowledge about college access and financial aid for students and help students transition to college.
- 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, complete data entry as required, and submit timely designated reports.
- Conduct outreach to increase awareness of services for Upgrade and caf college Programs with students, school staff and faculty, parents, and the San Antonio community.
- Partner with Program Manager to develop and implement data-driven, innovative, strategic enhancements to ensure continuous improvement of area/programs.
- Perform related duties and fulfill responsibilities as required and/or assigned by the Program Manager.

Qualifications

- Bachelor's Degree from an accredited college or university with major course work in Business, Education, Public Administration, or related field. 1 – 3 years experience working in the field or related area considered in lieu of degree. Must be actively enrolled in an accredited college or university for degree completion.
- Knowledge of college advising/counseling techniques and procedures.
- Bilingual (Spanish) preferred.
- Experience in multiple data collection and performance accountability.
- Proficient in Microsoft Office suite, data entry, and reporting in relatable software.
- Knowledge of local institutions of higher education systems' practices, policies, and procedures.
- Knowledge of college access process to include applying to and acceptance into college, career awareness and assessment, goal setting, financial aid, and college transition.
- Knowledge of in-demand jobs with higher skills and higher wages.
- 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 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

- Hours of Operations:
 - Monday – Thursday 8:00 am – 7:00 pm. Friday – Saturday 8:00 am – 5:00 pm.
 - Work week schedules will be created based on a 5 day work week, 8 hours a day.
 - At least one Saturday a month.
 - This is an in-office position, located at 131 El Paso St., San Antonio, TX 78204.
 - Work week schedules are subject to change, to include evenings and weekends, as needed.

Physical requirements

- Subject to sitting, standing, and walking to perform the essential job functions.

Direct Reports

- No direct reports

To Apply

Position open until filled.

Qualified candidates should forward a letter of interest, a resume, and three references to:

San Antonio Education Partnership
Attn: Nangie Lowrie
131 El Paso
San Antonio, TX 78204
nlowrie@saedpartnership.org

Salary: \$36,000 - \$56,000 + full time benefits to include medical, dental, life insurance, vacation, and sick leave.
The San Antonio Education Partnership is an Equal Employment Opportunity for Employer