

# **COLLEGE ACCESS & SUCCESS ADVISOR – 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 – cafécollege.

The College Access & Success Advisor – cafécollege provides services to adult learners to create higher education opportunities and attainment. The Advisor 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 higher education. 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 SAEP to experience the dream and success of attending and graduating from college. The goal of SAEP 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 the 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 cafécollege program to specifically 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 cafécollege and dedicated advising programs with students, school staff and faculty, parents, and the San Antonio community.
- Partner with the 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 coursework in Business, Education, Public Administration, or related fields. 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 in Spanish, Vietnamese, Arabic, Chinese, Korean, Tagalog, Gujrati, or Pashto preferred but not required.
- 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 the college access process including 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.

## Working Conditions

- Hours of Operations:
  - Tuesday – Saturday. Workweek schedules will be created based on a 5-day work week, 8 hours a day.
  - This is an in-office position, located at 131 El Paso St., San Antonio, TX 78204.

## Physical requirements

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

## Direct Reports

- No direct reports

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

**San Antonio Education Partnership**  
**Attn: Nangie Lowrie**  
**131 El Paso St.**  
**San Antonio, TX 78204**  
[nlowrie@saedpartnership.org](mailto:nlowrie@saedpartnership.org)

**Salary: \$37,440 and up, commensurate with experience + full-time benefits to include medical, dental, life insurance, 401K with match, and generous Paid Time Off and holiday policy**  
*The San Antonio Education Partnership is an Equal Employment Opportunity Employer*

