

SCHOLAR SUCCESS MANAGER

JOB ANNOUNCEMENT

The San Antonio Education Partnership (SAEP), a non-profit 501(C)(3) organization, seeks an experienced professional to serve as Scholar Success Manager.

The Scholar Success Program (SSP) services, led by the Scholar Success Manager, will increase the impact of Road to Success (R2S), extending postsecondary support beyond the scholarship by providing services rooted in research on college retention and specific to the needs of students attending local colleges. SSP will promote academic and social success for SAEP Scholars. The Scholar Success Manager will consistently demonstrate SAEP core values of communication, integrity, 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 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

- Manage SSP to include creating and executing programming and events to meet the goal of promoting academic and social success for SAEP Scholars (approximately 3,500) in support of SAEP's mission and vision.
- Create and implement success services at each SAEP partner college campus (12), building a Scholar network to support semester-to-semester retention.
- Manage multiple project timelines for the creation and implementation of programming.
- Ensure grant deliverables are met for SSP funding.
- Create relationships with SAEP Scholars and maintain regular communication with them.
- Maintain effective working relationships with local college Student Affairs professionals and community-based organizations with the goal of promoting college student success.
- Maintain effective relationships with funders.
- Coordinate multiple projects that will increase knowledge about college persistence and attainment for students.
- Establish and manage Scholar mentorship opportunities.
- Ensure documentation and timely data entry of events, workshops, activities, and services.
- Capture qualitative data for storytelling.
- Determine the most effective data collection methods, analyze data, prepare and present reports, and recommend data-informed programmatic modifications and/or develop new strategies based on data.
- Work closely with Data Analyst to produce performance reports as needed for the Executive Director, Board of Directors, and funders.
- Partner closely with the Executive Director, Program Director, Community Partnerships and Engagement Director, Chief Financial Officer, SAEP Managers, and SAEP Coordinators in developing and implementing other related and organizational activities.
- Represent SAEP to outside organizations and on college access or higher education councils/committees as needed.
- Serve as lead for all logistics of SSP events and projects; assign direct reports to events as needed.
- Supervise a team of direct reports while providing coaching and mentorship to team members when the program grows.
- Together with other Program Managers, develop and present college access and success training and professional development across all SAEP programs.
- Work with a mindset of continual improvement.
- Interpret established policies, goals, and objectives.
- Perform related duties and fulfill responsibilities as required.

Qualifications

- Bachelor's Degree from an accredited college or university with major course work in the Social Sciences/Services, Education, Public Administration, or a related field. Master's Degree preferred.
- Five (5) years of progressively responsible experience in Social Services, Education, Public Administration, College Access and Success, Higher Education, or a related field OR equivalent combination of education and experience.
- Knowledge of educational systems to include structures, operations, and procedures.
- Knowledge of local college structures, policies, and practices.
- Knowledge of local college support services and resources.
- Knowledge of student success services best practices.
- Knowledge of Mentorship Programs to include creation, implementation, and maintenance.
- Knowledge of project planning and management procedures, practices, techniques, and managing multiple project timelines.
- Knowledge of budget preparation and organizational procedures and directives.
- Knowledge of information-gathering techniques, procedures, and practices.
- Skill in building relationships with and understanding the needs of college students, especially first-generation and underrepresented students.
- Skill in operating a personal computer and network, various software packages, printer, fax machine, scanner, and other office equipment as needed.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collect and analyze complex data.
- Ability to prepare and conduct effective presentations.
- Ability to coordinate project activities with diverse groups and individuals.
- Ability to understand and complete outreach needs and to develop and revise project design to best meet established priorities.
- Ability to provide effective service according to the project plan.
- Ability to exercise considerable judgment and initiative in conducting the necessary operations within the project.
- Ability to develop initiatives innovatively for effective resolution.
- Ability to establish and maintain working relationships with employees, management, partners, and the general public.
- Ability to maintain a high level of confidentiality.
- Excellent analytical skills and problem-solving capacity.
- Valid driver's license and insured personal vehicle; provide proof of minimum state-required insurance indicating individual insured for the specific vehicle to be used for work travel.

Working Conditions

- This position may require some evening and weekend hours.
- This is a Monday-Friday in-office position, 131 El Paso St., San Antonio, TX 78204

Physical requirements

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

Direct Reports

- None

To Apply

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

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

Salary range: \$60,000 - \$75,000 + full-time benefits to include health, dental, vision, life, generous PTO and holiday pay, and 401K plan with match

The San Antonio Education Partnership is an Equal Employment Opportunity Employer