



Position Title **College Success Specialist**

Reports To **Program Director**

Schedule **Full time, Exempt**

Position Description

The College Success Specialist is an integral member of the PWFC team, supporting scholars as they explore, apply to, select and transition to college. The College Success Specialist leads the planning of college exposure programming including summer immersion opportunities, college tours and career exploration field trips. As a member of the program team, the College Success Specialist meets with students and lead programming.

Specific responsibilities include but are not limited to the following:

- Provide coaching to students to: develop college lists, complete college applications, secure financial aid
- Deliver program workshops on college knowledge/college process for students and parents
- Administer college monitoring surveys, PWFC scholarships, emergency fund and technology fund
- Collaborate with parents for 1:1 meetings about college selection and other subjects
- Plan and lead college and career visits
- Plan and lead college transition workshops
- Implement afterschool workshops
- Chaperone field trips
- Manage a weekly caseload of high school and college 1:1 meetings; provide referrals and resources to address student needs
- Maintain accurate student records in GradSnapp
- Participate in program team and all staff meetings and special projects
- Other duties as assigned

Qualifications and Competencies

- Bachelor’s degree required
- Two or more years planning and leading programs for youth
- Demonstrated knowledge of college admissions, financial aid, and college persistence, especially among first-generation students
- Excellent interpersonal and relationship-building skills with diverse populations of students, parents, volunteers and school partners
- Outstanding skills in work planning, organization, and facilitation
- Ability to work both independently and in a team
- Resourceful and self-driven

- Strong computer skills, including proficiency in MS Office tools (Word, Excel)
- Must have a valid driver's license and access to reliable transportation to meetings throughout City of Chicago and suburbs
- Ability to lift and carry supplies and materials weighing up to 25 pounds
- Ability to attend occasional weekend and evening meetings and events
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Preferred qualifications include: fluent in Spanish and/or Arabic; knowledge of college access and persistence strategies.

Applicants must submit to all required pre-employment screening and background checks.

Compensation

Salary range for this position is \$32,000 - \$38,000. Salary is commensurate with experience. Full-time employees also receive benefits including paid time off and a health care stipend.

Application Information

Interested applicants should e-mail cover letter and resume to Samantha Rudnicki (srudnicki@passwithflyingcolors.org) by May 29, 2019 with the subject line "College Success Specialist." No phone calls please.