Position Summary:
The College Success Manager (CSM) is responsible for leading the college success program. The CSM will oversee the college application process, guide college persistence, develop partnerships with colleges, develop alumni programs, and work with college students to ensure their successful transition into adulthood.

Scope and Impact:
The CSM plays a vital role in building out our college success program. General duties will include relationship building with high school & college students, alumni, and colleges.

Principle Accountabilities:
• Responsible for guiding 12th grade students during the application process and facilitating the transition program
• Develop both senior and junior level partnerships with colleges that align with our strategic plan
• Design, promote, and facilitate workshops for college students and alumni (to include support on campus and life after college)
• Utilize various social media platforms (e.g. Linkedin, Facebook, Instagram, etc.) and survey software (Cognito Forms, etc.) for effective student outreach and program engagement
• Maintain an alumni database to include updates for future use with events, volunteers, and donors
• Advocate for resources for high school and college students
• Utilize technology (i.e. webinars, etc.) to relay updates to college students and parents
• Visit college students at their respective campuses, as needed
• Work with the programming team to ensure that workshops are beneficial for the latest trends in the college admission process
• Assist with securing & training volunteers throughout the year
• Supervise the assigned College Access Fellows
• Other Duties as assigned

Preparation, Knowledge & Mindset:
• Previous experience with high school/college students is required and database experience is preferred
• Project management and sales skills preferred
• High functionality with computer programs, to include Microsoft Office program, required
• Ability to communicate and write effectively
• Willing to travel and have flexibility
• Possess a passion for student success
• Ability to work independently, organize and prioritize work, and meet deadlines

Salary & Position:
Full-Time Position; Some evening and/or weekends required. Overnight trips required. Salary Negotiable based on experience

Please submit résumé and cover letter via email (information above) by July 16, 2020, subject line: College Success Manager. No phone calls please.