



## **Job Opportunity: College Access Manager- Glen Allen, VA (Innsbrook)**

Partnership for the Future (PFF) is a college access and success program that serves nearly 500 first generation, low to moderate income high school and college students in the Richmond Metropolitan area each year. Through year-round programming, including a seven-week paid summer internship, PFF equips students with the tools, experiences, and confidence to succeed in college and beyond.

PFF is seeking a **College Access Manager (CAM)**. The College Access Manager plays a pivotal role in laying a strong foundation for our students' PFF journey by fostering a student-centered environment that emphasizes academic growth, confidence-building, and exposure to college pathways. This role primarily supports our high school sophomores who have recently been accepted into PFF and are beginning their first full year in our program. The ideal candidate will be a strong listener, deeply committed to educational equity, and adept at helping students from under-resourced backgrounds see themselves thriving at four-year colleges and universities.

This is a hybrid position, and the hours are primarily between Monday-Friday 9:00-5:00 p.m. with occasional nights, weekends, and overnights required.

### **Core Responsibilities**

- Serve as the primary point of contact for PFF sophomores, guiding them through their first year in the program.
- Build strong relationships with students, fostering trust, accountability, and motivation.
- Facilitate workshops, 1:1 sessions, and group advising focused on college knowledge, personal development, and academic success.
- Introduce students to the college-going process, with a focus on four-year institutions and the opportunities they provide.
- Collaborate with school counselors and families to provide holistic support for students.
- Monitor student progress, attendance, and engagement, intervening early to address challenges.
- Support program events, summer training, and enrichment opportunities designed to expand students' academic and cultural capital.
- Maintain accurate student records and contribute to program evaluation and reporting.
- Support cross departmental collaboration to achieve organizational goals.

### **Core Competencies**

- *Student-Centered Approach*: Passion for supporting under-resourced and first-generation college students by prioritizing their needs, aspirations, and voices.
- *Active Listening & Empathy*: Ability to build trust and respond effectively to students' unique circumstances.
- *Strategic Thinking*: Ability to analyze trends in higher education and adapt program strategies to maximize student success.
- *College Access Knowledge*: Strong understanding of four-year colleges/universities, admissions, and financial aid.
- *Communication Excellence*: Effective written, verbal, and interpersonal communication skills to engage students, families, and partners.
- *Organizational Agility*: Highly organized, detail oriented, and skilled at managing multiple priorities under deadlines.
- *Problem Solving*: Resourceful in addressing barriers and flexible in supporting evolving student needs.
- *Relationship-Building*: Ability to engage families, schools, mentors, and community partners in student success.

**Qualifications**

- Bachelor's degree required with 1-2 years of experience working with high school or college students preferred.
- Proven ability to work independently as a self-starter and to implement strategies that achieve measurable outcomes.
- Effective written and verbal communication skills; strong data and project management skills preferred.
- Cultural competency and direct experience supporting first-generation and/or students from economically disadvantaged communities preferred.
- Proficiency in Microsoft Office Suite; database management experience a plus.
- Reliable transportation and valid driver's license required.

**Ideal Candidate**

- Innovative thinking with a passion for serving students.
- Excellent critical thinking skills and ability to analyze data/trends in college access and student engagement.
- Strong interpersonal and customer service skills to ensure positive experiences for students, volunteers, and parents.
- Student-centered and committed to prioritizing the needs, strengths, and aspirations of students.
- Detail-oriented and organized, and able to manage deadlines, reporting, and program logistics.
- Problem solver who thrives in a mission driven organization and navigates challenges with creativity and sound judgment.
- Works well in a team environment as well as managing projects independently.

**Benefits**

- Health, dental, and vision
- Life insurance
- 15 paid holidays (including the week of Christmas)
- Three weeks of paid time off accrued annually
- Hybrid work schedule

This is a full-time exempt position with a salary range of **\$46,000 to \$52,000**.

To apply please send an email with "College Access Manager" in the subject line along with your resume to [Careers@partnershipforthefuture.org](mailto:Careers@partnershipforthefuture.org).

For more information about our organization please visit our website: [www.partnershipforthefuture.org](http://www.partnershipforthefuture.org)