



Position Title: College Success Associate (CSA) – *Full-time, year-round position*

Reporting Relationship: College Success Director

Starting Date: February 2022 (*negotiable*)

Posting Date: January 2022 (*Posted until filled*)

Organization: Founded in 2011, Evanston Scholars is a non-profit organization that improves college access and success for a diverse group of ambitious Evanston Township High School students who are traditionally first-generation college entrants, low-income, and students of color, starting with the college admissions process and continuing through graduation. The comprehensive, six-year program offers workshops, mentors, SAT prep, and college counseling to support students to get to and through college. The program now serves over 275 students, selecting 40 new high school sophomores every year. [Evanston Scholars Website](#)

Location: 1234 Sherman Ave., Suite 214 Evanston IL 60202

Position Description:

Position Description: To extend guidance and support to our College Scholars throughout their challenging collegiate experience. The position will help to improve our Scholars' college experience and produce stronger outcomes in the areas of academic performance, sustained academic funding, college persistence, career readiness and college graduation. This position would assist the Director of College Success with checking in and providing resources for College Scholars.

Major Responsibilities:

- Under direction of College Success Director, check in with a select cohort of College Scholars as they transition to college
- Identify academic resources on college campuses and monitor Scholars' engagement
- Identify special events and counseling resources on campuses and connect Scholars
- Travel to campuses to visit enrolled scholars
- Serve as a liaison on the various campuses
- Identify campus summer opportunities for college freshmen (e.g. summer bridge, early move-in programs, TRIO, and insure students meet application deadlines, etc.)
- Monitor accumulated college credits against college graduation requirements
- Explore suitable college majors for specific Scholars
- Help set up and execute special events as needed (e.g. holiday reunion, workshops)
- Help with ordering supplies, packing, and shipping care packages
- Help set up schedules (Calendly, Google docs); schedule appointments with Scholars.
- Work with College Scholars to meet Career Readiness milestones and complete and update their Career Readiness portfolio
- Assist with the selection committees for new ES applicants

- Help execute various programming events year-round. These events include, but are not limited to, Scholar orientations, financial aid seminars, community events, and celebrations.

Skills and Personal Characteristics:

- Ability to establish respectful and trusting relationships with adolescents from a variety of backgrounds, including the demonstration of cultural competence
- Ability to provide effective college counseling services to a diverse population of students and their families to empower both a student and parent voice
- Highly organized with an ability to juggle multiple tasks and stay flexible
- Excellent written and oral communication skills
- Exceptional attention to detail
- Thrives as a member of a dynamic and highly-collaborative small team
- Enthusiastic, patient, persistent, professional, resourceful and adaptable

Experience:

- We seek a candidate with at least a bachelor's degree
- The candidate will have a minimum of two years experience in college access, college success, and/or college student affairs -- Including but not limited to, academic affairs or advising, residential life, student activities, counseling or financial aid.
- Experience working with low-income, first-generation to college, and underrepresented minority students is preferred
- Experience in a non-profit organization in the college access system is a preferred
- Successful track record of meeting deadlines and achieving goals
- Experience with Salesforce is a plus
- Familiarity with the Evanston community is a plus

Compensation: Pay is commensurate with experience; we also offer comprehensive health benefits and top-of-the-market paid time off.

Contact: Send or email a cover letter and resume of qualifications to: Chief Program Officer, Demisha W. Lee dlee@evanstonscholars.org.