



EvanstonScholars

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

Reporting Relationship: Chief Program Officer/Assistant Director of College Success:
Upperclass Scholars

Starting Date: June 15 (*negotiable*)

Posting Date: April 2024 (*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/or students of color, starting with the college admissions process and continuing through graduation. Our comprehensive, six-year program offers college counseling workshops, mentors, test prep, college success and career readiness education to support students to get to and through college. The program now serves over 375 students, selecting 50-55 new high school sophomores every year. [Evanston Scholars Website](#)

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

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 partner with Assistant Director of College Success for Upperclass Scholar with checking in and providing resources for upperclass College Scholars.

Major Responsibilities:

- In partnership with the Assistant Director of College Success this role would support a select cohort of College Scholars in their junior year thru graduation
- Identify academic resources on college campuses and monitor Scholars' engagement
- Identify special events, counseling and career resources on campuses and connect Scholars
- Assist Scholars with FAFSA renewal and scholarship searches
- Serve as Scholars liaison to various campus offices
- Monitor accumulated college credits against college graduation requirements
- Support preparation for post graduation opportunities (ie
- Assist set up and execute special events as needed (e.g. holiday reunion, workshops)
- Assist with ordering supplies, packing, and shipping care packages
- Work with College Scholars to meet Career Readiness milestones and complete/update their Career Readiness portfolio

- Connect with Scholar parents and mentors for as needed support of Scholars
- Assist with the selection committees for new ES applicants
- Assist with 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
- Highly organized with an ability to juggle multiple tasks and stay flexible
- Team player who has the ability to adapt to a dynamic environment.
- 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
- Strong DEIJ experience. Ability and desire to engage in DEI-related discussions and incorporate a DEIJ lens in all work

Qualifications:

- Bachelor's degree, Master's degree a plus
- 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
- Spanish fluency is a plus but not required
- Ability to work independently with little supervision
- Must have valid US Driver's License
- Ability to work occasional nights and weekends
- Ability to carry approximately 15-20 lbs
- Ability to traverse a flight of stairs
- 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

Salary and Benefits

This is a full-time, exempt position, 40 hours/week, with a hybrid of remote and in-person work. The salary range is \$48,000-55,000 annually. Benefit offerings include group medical, dental, and vision insurance policies with insurance premium stipend for enrollees, SIMPLE IRA plan with a matching contribution, cell phone reimbursement stipend, public transit pre-tax program, and a generous paid time off and holiday schedule. Flex-time is also available based on schedule and needs.

Application Procedure

Please submit resume and cover letter to Demisha Lee – dlee@evanstonscholars.org
Applications will be reviewed on a rolling basis.

Evanston Scholars is an equal opportunity employer and consideration for employment is made without regard to race, color, religion, age, gender, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.