



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

Reporting Relationship: Chief Program Officer (CPO)

Starting Date: June 2020 (*negotiable*)

Posting Date: March 1 (*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 250 students, selecting 40 new high school sophomores every year. [Evanston Scholars Website](#)

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

Position Description: The CSD serves to improve our Scholars' college experience and produce strong outcomes in the areas of academic performance, sustained academic funding, college persistence, and college graduation. The CSD will aim to significantly increase the college completion and success rate at 4-year universities for our Scholars. The CSD will implement a comprehensive college success program for Scholars -- including high school, transition to college, and the entire collegiate experience. The CSD works with the College Access team to integrate College Success throughout the entire program curriculum. The CSD works with the Career Readiness Associate to connect College Scholars to internship and career opportunities.

Primary Responsibilities:

- Develop, implement, and oversee a system of holistic student support services to promote academic achievement, scholarship eligibility, retention, and timely degree completion of College Scholars.
 - Communicate with 100% of College Scholars at least twice per semester
 - Provide check-ins to assess Scholars' wellbeing and academic progress
 - Identify and prioritize at-risk Scholars and create/monitor a Watch List
 - Facilitate proactive interventions with Scholars should academic, financial, social, or emotional challenges arise
 - Guide and assist Scholars with course selection and major choices
 - Monitor Scholars with detailed tracking system
- Coordinate college transition curriculum to help high school seniors adequately prepare for the academic, social, financial, and cultural adjustment to college
- Lead data-driven processes that regularly evaluate Scholar trends and staff effectiveness to facilitate academic, administrative, or personal problem-solving
- Utilize relationships and connections to campus resources in order to maximize resources for Scholar success
- Utilize social media to post resources to inform students of topics relevant to their success
- Organize discussion groups, chats/forums, etc. and other mediums to connect students to form a community through shared experiences, and to facilitate virtual peer mentoring

- Design college readiness outcomes and collaborate with College Access staff to implement those outcomes
- Work with CPO to revisit goals/benchmarks; establish curriculum and program calendar
- Manage the College Success Team (*1-2 Associates*)
 - Coach team on effective ways to support College Scholar success
 - Oversee their development, performance, satisfaction, and retention
 - Maintain consistent support by offering advice, answering questions, problem-solving, executing weekly team meetings
 - Outline professional development opportunities and other areas for growth
- Ensure program is operated within budgetary requirements

Other Responsibilities:

- Assist with the selection committees for new Scholar applicants
- Help execute various programming events year-round. These events include, but are not limited to, Scholar orientations, community events, and celebrations
- Provide timely Board Reports to CPO for all Board meetings (bi-monthly)

Experience -- We seek a candidate with:

- At least a bachelor's degree (*Advanced Degree preferred*)
- A minimum of 5 years of experience working in a management position in Education, Counseling, and/or College Advisement
- Experience working with low-income, first-generation to college, and underrepresented minority students (*preferred*)
- Experience working with Salesforce (*preferred*)

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 coaching to a diverse population of students of students with a significant understanding of the barriers facing low-income, first-generation to college, and underrepresented minority students
- Highly organized with an ability to juggle multiple tasks and stay flexible
- Excellent written and oral communication skills
- Demonstrated effectiveness with program development, implementation, management, and innovation
- Successful track record of meeting deadlines and achieving goals
- Thrives as a member of a dynamic and highly collaborative small team
- Enthusiastic, patient, persistent, professional, resourceful, and adaptable

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

Contact: Send a cover letter and resume to: **Steve Newman-- snewman@evanston scholars.org**