



Crosby Scholars

For college. For life.

Transition Specialist-Goodwill NWNC and Crosby Scholars Program

Position Information

Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Transition Specialist – College and Career Planning
Job Category	Administrative/Professional
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	40 hours per week
Work Schedule and Hours	Consistent weekly schedule to be determined by Goodwill of NWNC and The Crosby Scholars Program - some evenings and weekends required
Salary Range	Salaried: Dependent upon experience and qualifications.
Job Summary	<p><i>Reporting to the Advisor Coordinator, this position's primary responsibilities are:</i></p> <ul style="list-style-type: none">• Advise a group of high schools seniors who have specifically identified Forsyth Tech on their list of target colleges.• Advise Crosby Scholars who are enrolled at Forsyth Tech. This includes student meetings focused on summer melt, Community College programming (ie., internships, apprenticeships, etc.), transfer programs, FAFSA completion and renewal, LDG application and more;• Advise seniors who have identified a Gap year position• Become knowledgeable and remain current on Goodwill youth programs and internship opportunities.

	<ul style="list-style-type: none"> • Host informational programs promoting NCWorks, Forsyth Tech Certificate Programs, and additional non-traditional post secondary options for Crosby Scholars in all high school grade levels • Actively connect and collaborate with high school counselors and CTE leaders, Forsyth Tech faculty and staff, and other community partners. • Assist students with employment as needed during college enrollment and after completion • Connect students to Goodwill services and community resources based on individual needs • Provide coaching and resources to help students address barriers • Other duties as assigned. <p>The ideal candidate is a self-starter who uses data to drive informed decisions for the team.</p>
Required Qualifications	<ul style="list-style-type: none"> • Bachelor's degree • Have the ability to take initiative and work independently • Must be able to work effectively with a diverse population in a team effort to support the mission of Goodwill of NWNC and The Crosby Scholars Program • Must have a valid drivers license
Preferred Qualifications	<ul style="list-style-type: none"> • Have passion to help students realize their college-going potential • Possess the ability to exercise tact and discretion; and be culturally sensitive • Maintain an open, thoughtful, and helpful demeanor with all who seek advice and information • Strong listening, writing, public speaking, and presentation skills • Demonstrated proficiency with all Microsoft Office Suite software • Experienced the Community College transfer program
Working Conditions	<p>Must be able to do light lifting and have reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, submit a resume to the attention of Jewel Cherry, Crosby Scholars Program at jcherry@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.