

Advisor Coordinator

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| <p>Company</p> | <p>For 29 years, the Crosby Scholars Community Partnership (Crosby Scholars) has helped students in public middle and high schools in Forsyth County prepare academically, personally, and financially for college.</p> <p>Crosby Scholars serves 11,000 students annually and seeks to ensure each achieves their educational goals by providing admissions, financial aid, career and college exploration, advising, college campus visits, community service opportunities, cultural experiences, and over \$980,000 annually in scholarships and Last Dollar Grants for college tuition.</p> <p>Crosby Scholars seeks to establish inclusive and equitable practices for all its members and draws on their varied strengths and perspectives.</p> <p>www.crosbyscholars.org</p> |
| <p>Working Title</p> | <p>Advisor Coordinator</p> |
| <p>Job Category</p> | <p>Full-Time Professional</p> |
| <p>Position Type</p> | <p>Staff</p> |
| <p>Cycle of Appointment</p> | <p>12 months</p> |
| <p>Salary Range</p> | <p>Commensurate with experience and qualifications</p> |
| <p>Work Schedule and Hours</p> | <p>Monday-Friday, some evenings and weekends required <i>New team members are currently working full time in the office with the opportunity to be considered for a hybrid Work from Home schedule after 90-days of employment.</i></p> |
| <p>Job Summary</p> | <p>The Advisor Coordinator manages the Advisor Programs to assure the Crosby Scholar students are being served with the best knowledge and offered the most personalized services.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • staying current on college admission trends and best practices in the delivery of advising services to students and parents. • recruiting, training, and managing Staff Advisors, Near Peer Advisors, College and Career Advisors, and Self-Selected Advisor Specialists • overseeing the training and supervising of volunteer advisors • developing and implementing the Crosby<i>Plus</i> underclassman advising program • strategizing the delivery of advising services |

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| | <ul style="list-style-type: none"> • drafting advisor program publications including training handbooks • maintaining a system to monitor the progress of each high school junior and senior through college enrollment • generating reports on advisors and students tracking the progress of key college admission measurements to evaluate program effectiveness • assigning and confirming advisor assignments • collaborating with the Outreach and Financial Aid Teams to meet the needs of students and advisors • administering advisor evaluations |
| Required Qualifications | <p>A four-year degree</p> <p>An understanding of the college admissions process through college counseling, college admissions, or high school counseling experience</p> <p>Experience in supervising staff</p> <p>Excellent interpersonal, written, and oral communication skills</p> <p>The ability to work autonomously with limited supervision</p> <p>Skilled in Microsoft Office Suite and must be able to learn student database</p> <p>Ability to establish and maintain effective working relationships as a team player</p> |
| Preferred Qualifications | <p>Proven experience working with diverse student populations</p> <p>Experience with public speaking in small and large group settings</p> <p>Detail oriented with strong time management skills</p> <p>A desire to work with high school students and parents</p> |
| Desired Knowledge, Skills, and Abilities | <p>Ability to respond quickly and effectively to uncertainty and constant changes</p> <p>Ability to work in a fast-paced environment</p> <p>Ability to respond to management direction and seek feedback and coaching for continuous improvement</p> <p>Ability to embrace and promote a diverse environment</p> <p>Ability to balance multiple priorities and tasks simultaneously</p> |
| Working Conditions | <p>Work will be performed in an office setting, at schools, and special events. Must be able to do light lifting and have a valid NC driver's license with reliable transportation. A pre-employment background check and drug screening is required.</p> |
| Application Process | <p>To apply, e-mail a cover letter and resume' or CV to Barbara Masi, Director of College Access, Crosby Scholars Program at bmasi@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.</p> |