

Junior/Senior Program Coordinator



Crosby Scholars

For college. For life.

Company	<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>
Working Title	Jr/Sr Program Coordinator
Job Category	Full-Time Professional
Position Type	Staff
Cycle of Appointment	12 months
Work Schedule and Hours	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>
Salary Range	Commensurate with experience and qualifications.
Job Summary	<p>While managing the Junior and Senior Programs to assure the scholars and families are being served with current and accurate knowledge and offered the most personalized services, the main responsibilities include:</p> <ul style="list-style-type: none">• Manage the Junior and Senior Programs in coordination with the Advisor and Financial Aid Coordinators• Develop and implement a two-year cohesive scholar experience• Stay current on college admission trends and best practices in the delivery of advising services to students and parents• Monitor and track junior and senior program participation and completion, ability to run reports evaluating program effectiveness

	<ul style="list-style-type: none"> • Present the Crosby Scholars Program to students, parents, administrators, and the community • Oversee the junior and senior communication including newsletters, handbooks, weekly email series, timelines, and college enrollment list • Develop community partnerships to enhance Jr/Sr programming • Develop and implement a parent engagement strategy • Collaborate with the Outreach Teams to meet the needs of students • In coordination with the marketing team, plan and host the Senior Gala • Supervise the Jr/Sr Program staff
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>Excellent interpersonal, written, and oral communication skills</p> <p>The ability to work autonomously with limited supervision</p> <p>Proficient 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>Experience in supervising staff</p> <p>Three years of experience in college admissions</p> <p>Proven experience working with diverse high school 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 consistently be at work and on time, respond to management direction and seeks 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>Most of the work will be performed in an office setting although some work may be performed 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 will be required.</p>

**Application
Process**

To apply, e-mail a cover letter, resume' or CV to Jewel Cherry, HR/DEI officer, Crosby Scholars Program at jcherry@crobscholars.org. The review of applications will begin immediately and will continue until the position is filled.