

"Near Peer" Staff Advisor



Position Information

Company	Crosby Scholars Community Partnership (Crosby Scholars) www.crosbyscholars.org
Working Title	Staff Advisor – Near Peer Model
Job Category	Professional
Position Type	Staff
Hours Worked Per Week	Full-Time, 34 months, August 2025 – May 2028
Work Schedule and Hours	Monday-Friday, some evenings and weekends required
Salary Range	\$32,000 salary plus excellent benefits including employer paid leave, hybrid work schedule, up to 10 paid holidays, 100% of employer paid health insurance premium, opportunities for advancement and professional development
Job Summary	<p>Near Peer advisors are recent college graduates who have similar interests, goals, and backgrounds to the scholars. These advisors have recently gone through the college admission process and can lend firsthand insight and advice.</p> <p>Near Peer advisors assist high school juniors and seniors on the college search and application process, including, but not limited to, creating/finalizing target lists, understanding admission requirements and application options and deadlines, and considering options for standardized testing. Other duties include:</p> <p>Meet 1:1 with seniors during the school day to guide them through the college admission, scholarship, and financial aid applications;</p> <p>Meet with juniors (either 1:1 or small group) during the school day to assist them with preparing for the college admission process;</p> <p>Monitor scholars' progress toward fulfilling the Senior/Junior Program requirements to promote scholar success and program completion; keep students inspired, motivated, and on track to meet deadlines;</p> <p>Maintain and submit accurate notes summarizing each advisor meeting;</p> <p>Handle sensitive issues with empathy, patience, and poise and maintain confidentiality of student records;</p> <p>Attend and assist in planning Crosby Scholars Academies and other</p>

	<p>designated events;</p> <p>May host group meetings with 9th and 10th grade scholars as needed;</p> <p>Collaborate with school counselors, university staff and organizations;</p> <p>Work with a very diverse student population including low-income, first generation and underrepresented high school students;</p> <p>Assist with projects and other assignments as requested.</p>
Required Qualifications	<p>Bachelor's degree</p> <p>Have the ability to take initiative and work independently</p> <p>Must be able to work effectively with a diverse population in a team effort to support the mission of the Program</p> <p>Must have a valid driver license</p>
Desired Knowledge, Skills and Abilities	<p>Have passion to help students realize their college-going potential</p> <p>Possess the ability to exercise tact and discretion; and be culturally sensitive</p> <p>Maintain an open, thoughtful, and helpful demeanor with all who seek advice and information</p> <p>Strong listening, writing, public speaking, and presentation skills</p> <p>Experience using social media and various presentation formats</p> <p>Demonstrated proficiency with all Microsoft Office Suite software</p> <p>Special consideration will be given to Crosby Scholar alumni</p>
Working Conditions	<p>Most of the work will be performed at schools although attendance at special events is required. Must have reliable transportation to schools within the county. Visiting colleges throughout the state and travel to conferences may be required. Must be able to do light lifting. A background check and drug screening will be required. A social media screening will be conducted.</p>

To apply, please submit a resume to the attention of Jordan Evans Director, Talent Acquisition Goodwill Industries of Northwest NC, 2701 University Parkway, Winston-Salem, NC 27105 or jevans@goodwillnwnc.org

The review of applications will begin immediately and will continue until the position is filled.

New team members will work full time in the office with the opportunity to be considered for a flexible Work from Home schedule after 90-days of employment.