



**HIGH SCHOOL INC. ACADEMIES FOUNDATION (HSI)
COLLEGE AND CAREER SUCCESS PROGRAM**

COLLEGE AND CAREER COACH

REPORTS TO: High School Inc. Academies Foundation, Executive Director and Program Director

POSITION SUMMARY: With minimal supervision administers all aspects of the HSI College and Career Success Program to assist students to reach academic and career goals.

JOB REQUIREMENTS:

- Minimum BS/BA Degree with in-depth experience in college admissions and advisement
- Prefer prior experience as college/career advising
- Strong knowledge of colleges, college academic programs, college admission requirements and policies, and financial aid policies and procedures and general information on scholarship requirements, including ability to advise students on successful approaches to scholarship application submission
- Knowledge and skills necessary to maintain complex databases and strong record keeping techniques
- Strong technology skills (in use of Microsoft Office software, Google Suite, internet, blogs, podcasting, social media site use, etc)
- Ability to work a flexible work hour schedule (evenings, weekends as appropriate).
- Excellent oral and written communication skills
- Able to establish and maintain effective working relationships with students, parents, school staff and the community
- Ability to respond effectively to the needs of a diverse and demanding student and parent population
- Able to meet schedules and timelines
- Strong ability to research websites and other information sources
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to maintain and work with confidential information with discretion and tact.
- Event planning experience is encouraged
- Self-starter excited about the potential to develop and grow a program
- Able to establish and maintain relationship with business and corporations

ESSENTIAL JOB RESPONSIBILITIES:

COLLEGE AND CAREER READINESS

- Establish, maintain and operate a College and Career Resource Program to provide a wide variety of college and career information, materials, and opportunities to High School Inc. prospective graduates and HSI alumni
- Develop and maintain a current and comprehensive occupational library including information on college and career clusters, employment prospects and trends and employment requirements and opportunities
- Provide orientation sessions to students and parents on HSI College/Career Resource Program and assist students in locating and using college/career information as needed for research, assignments and post-high school planning
- Provide parents support on education alternatives
- Schedule visitations by college admission and vocational representatives to the school so that students will have opportunities to learn about and explore a variety of options in higher education including trades and technician schools, and vocational training and preparation, including military service careers
- Develops and maintains High School Inc. Resource Handbook which includes information on financial aid, scholarship application, internship and job opportunities
- Advocate on behalf of students via letters of recommendation and personal communication with college representatives
- Provide information concerning specialized scholarships and provide assistance/guidance in completing the application forms
- Have complete responsibility for the submissions of all completed letters of recommendation that support college applications

INTERNSHIP

- Provide leadership in the development and implementation of a viable HSI internship matching program
- Facilitate student learning by assisting students to secure appropriate internships to enhance overall academic experience and learn skills essential to conduct a successful job search
- Initiate and build partnerships with employers to develop student opportunities for experiential endeavors locally, state-wide, nationally and internationally
- Identify and engage long-range corporate partners with in demand jobs to provide internship and job placement opportunities
- Work collaboratively with faculty and administration to create policy and procedures for ensuring the academic quality and integrity of internships
- Conduct site visits to evaluate appropriateness and relevance of internships for students
- Identify, develop and monitor current internship sites
- Provide leadership and direction in the areas of individual assessment, educational choices, career-planning and development and employment strategies for students

- Plan and conduct internship workshops and information programs
- Assess the effectiveness of internship programs
- Visit employers to promote students
- Maintain database administration for purposes of tracking
- Counsel and advise students regarding employment opportunities through various employers
- Assist in marketing the services and programs through developing appropriate materials

ALUMNI PROGRAM

- Providing HSI Alumni guidance and support with employment, post-secondary guidance, and financial resources
- Maintaining data and database of High School Inc. Academies Foundation Alumni
- Develop a report to show the short and long term impact of High School Inc. Programs
- Creating an alumni communication network to support and connect with alumni through social, career/networking, educational, volunteer and events.
- Develops, plans, coordinates alumni events and networking programs and communicates such information to recent alumni using various types of media.
- Promotes alumni programs to campus faculty and staff and manages involvement
- Develops annual plan and budget for annual giving and alumni relations programs
- Recommends and implements strategies to adjust existing plans to meet changing conditions and situations

PROFESSIONAL DEVELOPMENT

- Attend meetings, conferences and seminars regarding career trends, college entrance and financial aid to enhance knowledge of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges.
- Train and provide work direction to volunteers and student assistants.
- Complete clerical tasks associated with the position.
- Perform all other duties as assigned
- Participate in “Strong Workforce” initiatives

TO APPLY:

Interested applicants please submit current resume and a cover letter detailing your interest in the position and relevant experience and qualifications to Executive Director, Mary Tran at mary@highschoolinc.info with the subject line ‘College and Career Coach’

Job Type: Full-time