



**JOB TITLE:** College Access Coordinator

**HIRE DATE:** ASAP

**SUMMARY:**

Breakthrough builds a path to and through college, beginning in middle school, for students who will become the first in their families to earn a college degree. Our program makes a 12-year commitment to successfully guide each of its students and families through the long and complicated process of preparing for, enrolling in, and completing college. We believe that every child can achieve that success and deserves the opportunity to benefit from the life-changing power of a postsecondary degree. Breakthrough Central Texas annually admits 280 middle school students from Austin ISD, Manor ISD, and Del Valle ISD and currently serves more than 1600 students in grades six through college.

Breakthrough Central Texas seeks a talented and enthusiastic program leader who will work collaboratively with the Breakthrough team to design, manage, and coordinate program activities related to college access and enrollment. The College Access Coordinator will plan, implement, and oversee out-of-school-time learning and case management activities. Learning activities include college application workshops, test preparation, college visits, and leadership experiences. Case management activities include individualized and comprehensive guidance to support students' social-emotional well-being, academic progress, and completion of college and financial aid applications. The College Access Coordinator will be primarily responsible for the services delivered and the outcomes of a group of students in high school up through matriculation into college.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Design, plan, and oversee programming and case management services for high school students
- Collaborate with other leaders on the program team to create and refine Breakthrough's processes that support students as they apply to and enroll in college application
- Oversee tracking of data (test scores, college readiness indicators, applications submitted, college acceptances, financial aid applications submitted) and utilize data to inform programming
- Create and update monthly reports to monitor and evaluate progress of high school seniors on the steps required for application to and enrollment in college
- Design, plan and lead Saturday and after-school programs to promote college access and foster a college-going culture
- Supervise others, potentially including staff, AmeriCorps members and school-year interns, to ensure highest performance and optimal student outcomes
- Manage large groups of students to build a positive learning community aligned with Breakthrough's core values and college-going culture
- Develop and maintain relationships with a diverse group students and families
- Track individual student progress and identify critical needs in order to provide timely and appropriate interventions
- Meet and communicate regularly with parents/families on student progress, including conducting regular student/family conferences
- Strategically develop relationships with key partners, including teachers, school administrators, district leaders, counselors, IHEs and leaders of other community-based organizations
- Meet regularly and work collaboratively with other staff members and volunteers in order to support students and families

- Support program evaluation efforts and make continuous program improvements to achieve outcomes
- Perform other duties as required

#### **QUALIFICATIONS:**

- Bachelors' degree from an accredited four-year university required
- 3+ years of college advising experience (Avid, Advise Texas, , school counseling, college counseling, or the equivalent)
- Extensive knowledge of college admissions and financial aid processes (familiarity with Texas IHEs preferred)
- Experience working with first-generation college-bound students and families
- Ability to navigate challenging conversations with students, families and stakeholders
- Supervision experience and the ability to manage/support others
- Ability leading groups of students and managing productivity
- Experience navigating public schools and institutions of higher education and advocating for student needs
- Ability to track and utilize data for programmatic decision-making
- Spanish proficiency preferred
- Strong commitment to the mission and values of the organization
- Excellent verbal, written and visual communication skills
- Ability to work with and motivate a broad spectrum of people (ethnic, socioeconomic, educational, professional, and generational)
- Ability to advocate effectively while maintaining positive working relationships
- Ability to work both collaboratively as part of a team effort and independently Willingness and ability to take initiative strong desire to learn and grow professionally
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Strong work ethic and comfort with working non-standard hours (some weekends and evenings)

#### **HOURS:**

- Breakthrough is a fast-paced, needs-responsive environment. While office hours can be flexible, full-time employees work more than 40 hours per week on a regular basis.
- Some evening and weekend work is required

#### **COMPENSATION & BENEFITS:**

- Very competitive annual salary, depending on qualifications and experience
- Health, dental and vision insurance, Breakthrough pays 100% of employee premiums
- Optional 401K retirement plan available

#### **TO APPLY:**

Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to [openings@breakthroughaustin.org](mailto:openings@breakthroughaustin.org). Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender identity/expression, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. People of diverse backgrounds are strongly encouraged to apply.