



**Job Title: 12th Grade Scholar Advisor, College Advising**

**Department:** shift\_ed SEO Scholars

**Report to:** VP of Post Secondary Initiatives

**Organization:** shift\_ed

**About shift\_ed:** shift\_ed is an education-based non-profit organization committed to boldly accelerating student potential. Our staff, volunteers, and partners are dedicated to classroom-to-career success for the students of Guilford County. We use an equity-based model to provide evidence-based, impactful, and consistent services, ensuring that students who need the most support receive it from elementary school through high school and college.

shift\_ed is a dynamic educational organization dedicated to transforming the traditional education landscape by empowering students, educators, and communities. We believe in the power of education to create positive change and are committed to fostering inclusive learning environments that promote equity, diversity, and innovation.

As a part of the Classroom to Career Success Model, shift\_ed has partnered with Sponsors for Educational Opportunity (SEO) to facilitate the hybrid version of the SEO Scholars Program. SEO Scholars is a free eight-year academic program that gets under resourced public high school students to and through college—with a 90% college graduation rate. In high school, we offer intensive year-round academic preparation via a carefully calibrated, rigorously assessed course of supplemental education. Scholars also receive one-on-one mentorship, enrichment opportunities, SAT/ACT prep and strategy courses, academic tutoring, and individualized guidance through the college application and admissions process.

**Weekly Schedule:**

September-June: Tuesday-Saturday, 9 am-5 pm

July - August: Monday-Friday 9 am-5 pm

(some evening hours required as dictated by the organization's needs)

**Position Overview**



The Program Manager, College Advising manages all elements of the college admissions process for a cohort of up to 60-70 12th grade students to ensure 100% admission into a four-year college. This includes college list development, application essay reviews, standardized prep support, financial aid support, as well as preparation for the college transition. In coordination with the 11th grade Scholar Advisor and VP of Post Secondary Initiatives, the 12th Grade Scholar Advisor leads and implements SEO Scholars 12th grade programming on Saturdays, and during the summer.

### **Essential Duties and Responsibilities:**

- Provide data-driven college application advising to all 12th Grade Scholars in the cohort, including benchmarks for outreach, individual meetings, and application material completion.
- Track and maintain data from all student meetings on Salesforce to ensure 100% college and financial aid application completion.
- Create and foster an environment for the 12th-grade Scholars in the assigned cohort that encourages intellectual curiosity, and an inclusive, close-knit, and supportive community.
- Partner with Scholar Advisors to ensure consistency and rigor across all cohort experiences.
- Author personalized letters of recommendation for students in cohort.
- Advise and partner with families and school partners of cohort participants, communicating clearly and openly about the college admissions process for each student.
- Set and maintain high expectations for Scholars, encouraging positive student outcomes and ensuring all adhere to program policies and behavioral standards.
- Stay up to date on current college admissions and financial aid processes and trends in order to coach students through the college application, admissions, and financial aid processes.
- Create and update college advising workshops and seminar curriculum as necessary to ensure our curriculum stays student-centered and current to the college admissions landscape.
- Facilitate college admissions seminars, workshops as well as other relevant workshops designed to increase student success in the college application process and in the high school to college transition.



- Analyze and report cohort outcomes and impact in support of capturing SEO Scholar's success through meaningful data.
- Show willingness to learn new technological skills and/or systems in order to manage and assess current practices.
- Engage in professional development opportunities, such as being present at webinars and trainings, visiting colleges and universities throughout the academic year, and attending national and regional college admissions counseling conferences.
- Perform other duties as needed to successfully support students to strong college outcomes and the organization's mission to boldly accelerate student potential.

### **Qualifications:**

- Minimum of two years of experience teaching, coaching, or advising high school students one on one on college-bound pathways.
- Experience managing complex projects with multiple deadlines.
- Bilingual Spanish/English is highly desirable.
- A demonstrated commitment to diversity and educational equity and passion for closing the opportunity gap for underserved and underrepresented students.
- Knowledge of the college process, financial aid applications, EA/ED, and NC scholarships and aid
- Data-driven and results-oriented with an unquestionable commitment to high-quality work
- Highly organized with exceptional attention to detail
- Highly adaptable and solutions-oriented with an ability to solve complex problems.
- Exceptional communication skills, both written and oral
- Ability to conduct difficult conversations with Scholars and families to give honest, productive feedback.
- Excellent interpersonal skills and a high level of professionalism
- Must be data-driven. Knowledge of Excel and experience working with Salesforce (database) and Brightspace (LMS) are a plus.
- Bachelor's degree required.

### **Compensation and Benefits**

shift\_ed offers majority employer-paid health insurance, dental insurance, vision insurance, and life insurance, as well as a 401K match up to 3%.

- **Job Classification:** Full-time
- **Pay:** salary commensurate with experience



**Benefits:**

- Dental Insurance
- Flexible schedule
- Mileage reimbursement
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Physical setting:**

This position is based out of our downtown Greensboro office location. It is expected that the majority of the duties will be performed on-site, with the exception of synchronous programming, which will be held remotely.

All candidates must be within commutable distance of shift\_ed's offices at 125 S Elm Street Suite 500 Greensboro, NC 27401 upon hire.