



College Success Advisor, 11th Grade – Alumni

The main duties and responsibilities of the College Success Advisor will be to build create a seamless pathway to and through college for 11th graders through their senior year of college. You will manage a caseload of 11th and 12th grade students, ensuring they are on a pathway to enroll in college, helping them maximize financial aid and scholarship awards. In addition, you will manage alumni cohort leaders responsible for alumni engagement. In this role, you will enhance Camp Catanese Foundation's mission by ensuring that all campers have the opportunity to enroll in and succeed in college.

Duties and Responsibilities:

Management & Partnerships (40%):

High School:

- Develop organization's annual goals for 11th & 12th graders that demonstrate and measure college-readiness.
- In partnership with the Student Success Advisor, work with local high schools and create systems of accurately tracking student data for 11th and 12th grade, including test scores, grades, course enrollment, college lists, applications, college acceptances, scholarship information, college enrollment, etc.
- Create and maintain relationships with in-state colleges and create opportunities for students to learn about these colleges.
- Work with ASU to fulfill partnership agreements and support students with ASU applications.

Alumni:

The College Success Advisor will manage 10-12 College Success Cohort Leaders:

- Meet 2x per year with each Cohort Leader to debrief student progress and program challenges/successes.
 - Triage alumni emergency needs and escalate to Chief Executive Officer, as needed.
- Gather monthly data/touchpoints from Cohort Leaders.
- Develop feedback systems to evaluate program model.
- Identify and build resource database to share with Cohort Leaders, including scholarships, mentorship connections, grad school resources, internships, and more!

Direct Camper Services (50%)

The College Success Advisor will be the primary contact for roughly 125-150 11th-12th grade students annually. This position will manage the following activities throughout the year:

- Prepare and oversee preparation for standardized testing (SAT & ACT) – ensuring all Juniors have access to test prep, registering them for Kaplan courses when necessary, and/or exploring existing offerings through their local high school.
- Support the college application process beginning junior year, including development of college lists, drafting, and reviewing personal statements, identifying scholarship opportunities, and more.
- Meet regularly 1:1 with your caseload of students and communicate with parents on progress.



- Work with the Director of Marketing & Communication to identify student content, scholarship opportunities, etc. to share via email, social, and text throughout the year.
- Vet and maintain database accuracy for all campers and alumni within your caseload (contact info, school info, parents' information, etc.)
- Other activities, duties, and responsibilities, as needed.

Program Design & Implementation (10%):

High School:

- Create a program or system for Junior/Senior college trips and fly-ins.
- Work collaboratively with the full team to design and implement camper, parent, and staff surveys for program/events.
- Support and attend College Access Camps and College Conference annually.

Alumni:

- Support the CEO with college club events & College Conference.
- Work with Director of Marketing & Communications to help drive alumni attendance.