



Job Title: College Success Initiative Advisor

Organizational Overview:

Steps to Success (STS) was founded as a public-private partnership to address the unequal academic outcomes of students living in Brookline's Public Housing. In collaboration with the Brookline Housing Authority (BHA) and the Public Schools of Brookline, STS provides individualized support and comprehensive services to students living in public housing. Starting in grade 3, STS works with students and families so that students not only graduate but thrive academically in high school, matriculate in college, and obtain their college degrees. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

Position Overview:

The goal of the Steps to Success College Success Initiative (CSI) is to provide information, coaching, and support to STS students in their post-secondary years so that they succeed in college and persist towards the completion of a certificate or degree. CSI works with STS participants who have graduated from Brookline High School to implement a post-secondary plan. The CSI Advisor will work with a caseload of 50 to 70 students.

Specific Position Responsibilities:

Provide support for STS students during their post-secondary years:

- Maintain active contact and a high level of participation in CSI among an assigned caseload of STS students, through regular campus visits, phone, text, and email.
- Advise college students in academic standing, course selection, financial aid concerns and requirements, adjustment to the college environment, balancing school and work, planning for post-college careers, and continued development of independence.
- Support students with completing their FAFSA's in a timely and accurate manner
- Assist in planning and conducting a series of post-high school graduation workshops to ensure graduated seniors successfully start their college/post-secondary program.
- Assist in planning CSI programming such as CSI Info Days, financial literacy workshops, webinars, care packages, campus meetups, and career panels.
- Work in partnership with staff at Brookline High School, the CSI Director, High School Pathways Manager, and Director of High School Programs
- Supervise the AmeriCorps member who manages the CSI mentoring program, consisting of STS high school students, CSI students, and external professional volunteers.
- Assist in the development and implementation of the STS Alumni Association

Maintain accurate and up-to-date records of STS College Students:

- Maintain accurate data on assigned caseload, including academic status, major, degree progress, grade point average, and financial aid standing.
- Provide timely submission of required data for STS grant reports.
- Conduct end-of-semester student satisfaction surveys and compile results into a report.

Work collaboratively with STS staff members:

- Collaborate with Public Schools of Brookline Advisors
- Attend and assist in planning annual STS events, including Recognition Ceremony, Step Up Celebration, Pride Day/Back to School Day, and CSI Info Days.

Education and Experience:

- Bachelor's degree preferred in education, sociology, liberal arts, humanities, or related field
- Willingness to travel (no car necessary)
- Excellent organization, verbal and written communication skills

Skills and Qualifications:

- Understanding of challenges faced by low-income, first-generation undergraduate students in pursuit of degree completion
- Knowledge of financial aid and admissions policies for a wide range of public and private undergraduate institutions in Massachusetts and beyond
- Experience working with a diverse student population preferred
- Ability to work cooperatively with both high school and undergraduate institution personnel
- Enthusiasm to find new and innovative ways to work with students in-person and remotely

Compensation:

- Salary Range of \$52,000-\$58,000

Steps to Success does not discriminate with regard to race, color, origin, gender, political affiliation, disability, sexual orientation, or religion.