



## Student Success Advisor - Phoenix

### **Position Description**

**Objective:** Work directly with high-achieving, low-income, first-generation college-bound high school students and their parents in the metropolitan Phoenix area to facilitate STEP's College Prep and Leadership Program.

#### Main Duties:

- Organize and co-lead STEP's monthly college-prep workshops.
- Individually advise students throughout the college preparation and application process.
- Outreach to high-school students and counselors.
- Communicate with and educate parents on the college application and financial aid process.
- Research and develop student/alumni resources.
- Help to improve and grow the program in an innovative and sustainable manner.

#### Additional Responsibilities:

- Work with students and parents to ensure full participation in workshops and overall program.
- Obtain admissions and financial aid information from targeted colleges.
- Help set up admission visits and meetings.
- Cultivate contacts at high schools to spread the word about STEP to qualified students.
- Arrange and give outreach presentations at high schools.
- Provide application material and instructions to students, teachers, counselors, and school administrators.
- Review student applications to STEP and conduct student interviews.
- Help facilitate expedition departure and return days.
- Keep and update electronic records of student grades, attendance, homework completion, contact info., etc.
- Create and utilize documents and forms within the Google suite.
- Support year-round program projects as needed, including test prep courses and writing workshops.
- Represent STEP at events in Phoenix/Tucson.

#### Qualifications:

- Bachelor's Degree
- Strongly Preferred: Fluency in Spanish (reading, writing, speaking)
- Excellent computer skills including Word, Excel, PowerPoint, Google Classroom and Drive, Zoom
- Excellent communication, presentation, and writing skills
- Efficient, self-motivated, and independent worker
- Ability to work on multiple projects at the same time and stay organized
- Ability to develop creative strategies to engage students during workshops
- Ability to work well with teenagers (caring and patient yet firm)
- Ability to work well with colleagues, teachers, administrators, and parents
- Passion for STEP's mission to educate and empower low-income Arizona high schoolers to enroll in and graduate from college
- Preferred: Experience in teaching, working with high school students, or college admissions.
- Preferred: First-generation college graduate

**COMMITMENT. HARD WORK. COLLEGE SUCCESS.**

5021 N 20th Street #10782, Phoenix, AZ 85016 • 6336 N Oracle Road #326-326, Tucson, AZ 85704 [stepexpedition.org](http://stepexpedition.org)

#### **Additional Info./Benefits:**

- Full-time position
- Health reimbursement up to \$487/mo
- Generous Paid Time-Off Policy (3 weeks PTO plus holidays)
- Office from home
- Workshops / meetings with students at various locations
- Workshops held on weekends (and occasionally evenings)
- Evening work required as needed to individually check in with students
- Based in Phoenix Metropolitan Area with occasional travel to Tucson
- Purpose driven position

**Starting Salary:** \$50,000

**Start Date:** As soon as position filled

#### How to Apply:

E-mail 1) **Resume** and 2) **Cover letter** detailing interest in STEP and relevant experience to:  
Eileen McLeod: [emcleod@stepexpedition.org](mailto:emcleod@stepexpedition.org)

### **More Information - STEP: Student Expedition Program**

#### STEP's Mission & Goals:

***We educate and empower low-income Arizona high schoolers to enroll in and graduate from college.***

We help students to:

- Become the strongest possible college applicants they can be
- Secure the best possible financial aid (up to 100% of the cost, no loans)
- Prepare for and apply to top colleges and universities in state and nationwide
- Discover and believe in their abilities and potential.

#### STEP's College-Prep & Leadership Program:

Students apply to and enter STEP in their sophomore year of high school and participate in college-prep workshops throughout their sophomore, junior, and senior year. Workshops are designed to guide students through the process of preparing for and applying to college, with an emphasis on what it takes to become a competitive college applicant at selective 4-year colleges and universities nationwide. In their junior year, students are considered for participation in STEP's 3-Week Wilderness Leadership Expedition to Alaska with the National Outdoor Leadership School (NOLS). We focus on introducing students to top colleges around the country where they will receive individualized attention and excellent financial aid packages. We guide students in what they need to do now in high school to prepare for the academic rigors of these schools.

**96% of STEP's College-Prep Program graduates are in college or have obtained a college degree.**

STEP students are enrolled in all three Arizona state universities as well as top-ranked schools nationwide, including Stanford University, Harvard University, Yale University, Princeton University, Columbia University, MIT, University of Chicago, Duke University, Brown University, Johns Hopkins University, Colgate University, Northwestern University, Georgetown University, University of Notre Dame, University of Pennsylvania, University of Southern California, Bowdoin College, Smith College, Pomona College, and Williams College to name a few.

Check out STEP on [Telemundo](#)

Watch a video recap of our [Senior Celebration](#)

For additional information, please visit [www.stepexpedition.org](http://www.stepexpedition.org)

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