



Advisor Coordinator

Position Information

Company	Crosby Scholars Community Partnership www.crosbyscholars.org
Working Title	Advisor Coordinator
Job Category	Professional
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	Full-Time; grant funded
Work Schedule and Hours	Monday-Friday, some evenings and weekends required
Salary Range	Salary range: \$35,000-\$40,000; Commensurate experience and qualifications.
Job Summary	<p>The Advisor Coordinator manages the Advisor Programs to assure the scholars are being served with the best knowledge and offered the most personalized services. Responsibilities include recruiting, training, and supervising senior advisors, mentors, conference notes evaluators, and Grade Advisors. Additional responsibilities include maintaining the senior advisor handbook, developing monthly forms to monitor the progress of each high school senior, generating reports, confirming advisor assignments, and staying current on college admission trends and best practices in the delivery of advising services to students and parents.</p>
Required Qualifications	<p>A four year degree.</p> <p>An understanding of the college admissions and financial aid process through college counseling experience or college admissions experience.</p>

	<p>Experience in supervising staff.</p> <p>Excellent interpersonal, written and oral communication skills.</p> <p>The ability to work autonomously with limited supervision.</p> <p>Skilled in Microsoft Office Suite. Must be able to learn student database.</p> <p>Ability to work as a cooperative team player.</p>
Preferred Qualifications	<p>Proven experience working with diverse student populations.</p> <p>Ability to do public speaking in small and large group settings.</p> <p>Experience using social media, Google Docs, and various presentation formats such as Prezi.</p>
Desired Knowledge, Skills and Abilities	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to consistently be at work and on time, respond to management direction and solicit feedback to improve performance</p> <p>Ability to embrace and promote a diverse environment.</p>
Working Conditions	<p>Most of the work will be performed in an office setting although some work may be performed at schools, special events, and at the Crosby Scholars Academy. Must be able to do light lifting and have a valid NC driver's license. A background check and drug screening will be required.</p>

To apply, e-mail a resume' or CV to Barbara Masi, Director of College Access, Crosby Scholars Program at bmasi@crosbyscholars.org.