



College Access and Success Coordinator

Racquet Up Detroit

Racquet Up Detroit is an out-of-school youth development program which uses the sport of squash, in combination with academic tutoring, literacy development, fitness education, community service, and mentoring to make a lasting positive impact on the lives of Detroit public school students. Founded in 2010 through a collaboration with the Squash and Education Alliance (SEA), Racquet Up works with over one hundred 5th through 12th grade students and 30 post-secondary graduates.

The organization is currently seeking an experienced professional to fill the role of College Access and Success Coordinator beginning in March 2022.

Responsibilities and expectations include, but are not limited to, working with Graduate Success Department to:

- Manage college application process, including ACT/SAT prep, college research, personal statements, applications, financial aid, and scholarships
- Build effective relationships with teachers, counselors and staff at students' schools and work collaboratively with school staff to support academic performance, test prep and college applications
- Build relationships with staff at post-secondary institutions to advocate for and support students with anticipated needs
- Organize college visits for students
- Track students' progress in college by collecting grades, financial aid packages, registration status, account balance status, etc. and support Racquet Up graduates with financial aid applications/appeals, course selection, transition, academic and emotional needs
- Organize communication with Racquet Up college students, provide care packages, and visit students as appropriate
- Plan and lead summer College Prep Camp and Career Exploration Summer Program
- Develop relationships with potential scholarship leads
- Build caring, supportive, meaningful relationships with students and their families
- Participate in student/family meetings regarding college applications, selection, persistence, financial planning, etc.
- Design and lead college preparatory and placement efforts including college prep sessions for high school students and ongoing exposure elements for younger RU participants
- Support summer and long-term employment of Racquet Up graduates through resume and cover letter review, individual coaching for job and internship opportunities, and development of internship opportunities with local businesses
- Build and nurture relationships with potential employers/internship hosts
- Organize ongoing alumni events and programming with support/input of RU alumni

Racquet Up Detroit is located at 6530 West Outer Drive, Detroit.

The ideal candidate will be a high-energy, creative, hard-working, self-starter with strong communication, organizational, and interpersonal skills. Interested candidates should send a resume and cover letter highlighting relevant experience to Tammy Hurvitz, Director of Graduate Success, as an email attachment to tammy@racquetup.org. No phone calls please. Learn more at www.racquetup.org.

Racquet Up Detroit is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, ethnicity, religion, sex, national origin, sexual orientation, disability, or veteran status. International candidates are welcome to apply.