



WHERE POTENTIAL MEETS OPPORTUNITY

FULL-TIME POSITION

Student Engagement Associate Job Description

Future Link is looking for a passionate, positive and motivating person to join our team as a Student Engagement Associate. This person will work directly with our first-generation, low income college students to support them to and through education and career success. Looking for a person who thrives in a fast-paced, collaborative and flexible environment. The Student Engagement Associate serves as a key member of the Future Link team and an integral part of recruiting, supporting and engaging our students and an overall contributor to growing the organization.

Overall Responsibilities:

- Provide support for the specific program components including:
 - Self-Advocacy and Career Development Seminar (fall and spring)
 - Programs and events (planning and execution)
 - Student recruitment
 - Paid internship program
 - Student outreach (high-touch program to promote student success)
 - Identification of student resources to further our mission

Requirements:

Skills, Knowledge, and Abilities: Must have the ability to multi-task, plan and implement programming in a fast-paced environment. Excellent written, oral and interpersonal skills required. Must possess a good sense of humor, a positive attitude and the ability to prioritize work effectively. A willingness and ability to work well in a collaborative environment with all internal team members and external stakeholders is essential.

Education and Experience: Bachelor's degree required. Strong preference will be given to candidates with direct experience with college-level student engagement, student support services and program implementation. Minorities are strongly encouraged to apply. Three-five years of experience preferred in a relevant discipline.

Working Conditions: The position reports directly to the Executive Director. Normal business hours are 9 am-5 pm Monday through Friday; occasional evening hours are required for seminar events, graduations, and other organizational activities. Three weeks of paid vacation, holidays and Christmas week off. Flexible environment.

Salary: The annual salary starts at \$40,000 and is commensurate with experience.