

SCS NOONAN SCHOLARS

College Access Manager

Boston, Massachusetts

The Organization

The mission of SCS Noonan Scholars is to help high-achieving low-income underrepresented students get into and graduate from top colleges equipped to achieve their full career potential. Through a holistic, six-year-long program, SCS Noonan Scholars provides students with college advising and intensive academic preparation *before* college and a comprehensive set of academic, personal, social-emotional, financial, and career supports *throughout* college. This continuum of support directly addresses the unique barriers they face in entering and succeeding at selective colleges and in competitive careers.

The two primary components of our College Access program are our Summer Academy and college advising.

- **Summer Academy** is a 6-week rigorous academic preparation program that gives students 210+ hours of instruction in college-level writing, math, and computer science taught by college professors. The Academy is housed at Amherst College and at the University of Southern California and is designed to offset the discrepancy in academic preparation between many low-income students and those from more affluent high schools.
- Throughout Summer Academy and during their senior year of high school, SCS Noonan Scholars provides group-based and individual **college advising** programming to students, ensuring that students are competitive applicants at selective colleges where they receive low-loan or no-loan financial aid.

The Position

SCS Noonan Scholars is looking to recruit a dynamic, student-focused, and results-driven College Access Manager to equip our students in getting into and thriving at highly selective colleges. In this role, you will have the opportunity to provide tailored college guidance and admissions support for a caseload of approximately 50 high-achieving and ambitious students from all over the country. Additionally, you will have the chance to leverage your project management and program design skills in supporting the planning and logistics of our Summer Academy at Amherst College.

The College Access Manager works closely with other members of the program team in Boston and LA, and reports to the Chief Program Officer. This position is based in Boston during the academic year and at Amherst College in Amherst, MA during the Summer Academy.

As the core of the college advising programming takes place over the summer between Scholars' junior and senior years of high school, the College Access Manager will be in residence at Amherst College for the entirety of the 6-week program. During the school year, the College Access Program Manager will be responsible for effectively supporting students remotely through the college application process.

Key Responsibilities:

- *College Advising (70%)*: The College Access Manager will have the opportunity to develop and implement college advising programming with a specific emphasis on selective college admissions for a cohort of approximately 50 students from all over the country. College advising programming includes planning and facilitating student workshops and webinars, leading campus visits, guiding application strategy and providing feedback and support, providing financial aid support, writing letters of recommendation, and

conducting individual in-person and virtual meetings with students and families.

- *Summer Academy Logistics (15%)*: The College Access Manager will meaningfully contribute to the planning of Summer Academy, including hiring, onboarding and supporting seasonal staff, designing and planning enrichment and recreational programming, and being a liaison to Amherst College.
- *Student Recruitment and Selection (15%)*: The College Access Program Manager will work with the program team to recruit and select students. Student recruitment facilitating information sessions at schools and community-based organizations and supporting the student application and selection process.

The Ideal Candidate

- Bachelor's Degree with three or more years of professional experience required
- Minimum of two years of experience in college admissions and/or college advising with a focus on highly selective colleges
- Highly accountable for impact and results; goal-oriented
- Effective public speaker with skills in preparing and leading presentations and workshops
- Highly skilled relationship-builder, who is able to build trusting relationships with high school students as well as parents, guidance counselors, college admissions professionals, and community-partners
- Passion for working with low-income students of color, and expertise in the experience of first-generation students in selective college admissions
- An individual who thrives in managing both the small details and a big vision; effective in taking initiative and prioritizing short term and long term needs in a fast-paced work environment involving multiple projects and stakeholders
- Strong organizational skills and ability to document and manage detailed data
- Ability to leverage technology to provide remote support to and maintaining strong rapport with students across the country

Salary Range: \$55,000 - \$65,000

The desired start for this position is May; however, the start date may be flexible and candidates who require a later start should indicate this in their cover letters.

Knowing its importance to the success of our work, SCS Noonan Scholars is committed to diversity and inclusion, and we aspire to build a diverse staff team and community. We strongly encourage people of all backgrounds to apply. We appreciate your time and will review and respond to all applications received.