High School Placement Assistant (Fall 2020)

ABOUT THE ROLE
As a High School Placement Assistant, you will guide the success of a cohort of 8th grade students’ high school application processes, at one of our sites in Brooklyn, Bronx, or Manhattan.

- **Bronx Site**: Aquinas High School (685 E 182nd St, The Bronx, NY 10457)
- **Brooklyn Site**: Liberty Avenue Middle School (350 Linwood Street, Brooklyn, NY 11208)
- **Manhattan Site**: The Town School (540 East 76th Street, New York, NY 10021)

Your responsibilities will include:
- Mentoring a caseload of students through the high school application process, estimating 10-29 hours per week for 4 months
- With each of your students, you will be responsible for the following:
  - Complete weekly check-ins with students and the High School Placement Associate
  - Ensure students complete all intended weekly to-dos and next steps to meet BTNY internal deadlines
  - Ensure students complete all pieces of their high school applications
  - Assist students with scheduling and preparing for all school interviews and tours
  - Review, edit, and polish all high school essays, short-answer statements, and parent statements
  - Hold students accountable to assignments and their own HSO commitments
- Logging notes on weekly check-ins and updating application status using Salesforce and other tools
- Completing 8+ hours of training to help you become an effective mentor
- Attending program weekly at assigned BTNY site on Mondays and Wednesdays from 4PM-7PM

WE’RE LOOKING FOR SOMEONE WHO...
- Can commit to the entire Fall 2020 term, including all trainings and a maximum of 29 hours per week (starting August 31)
- Can balance the listed responsibilities, as well as any outside of this commitment
- Is a skilled writer and editor, is organized and proactively seeks to problem-solve with students and families
- Is confident with MS Office, Google Drive and comfortable learning new systems
- Is comfortable advocating for themselves and others when faced with challenges
- Is a current college student or young professional, and maintains / maintained at least a 3.0 GPA
- Demonstrates excellence in BTNY’s Core Values in addition to the following:
  - **Efficiency**: Produces significant output with minimal wasted effort
  - **Prioritization**: Balances tasks and makes the right judgment call
  - **Critical and Reflective Thinking**: Draws insightful conclusions from data and feedback
  - **Attention to Detail**: Identifies the important details, ensuring they do not slip through the cracks or derails project
  - **Effective Communication**: Speaks and writes clearly and articulately, adjusts for audience as appropriate
  - **Leadership and Ownership**: Understands their role as a leader on any project and team, resulting in successful outcomes regardless of their title or role using a “whatever it takes” attitude

BREATHROUGHT POINTS IF YOU...
- Are a Breakthrough College Student or Alum
- Have taught or worked at a Breakthrough site or as a HAM previously

HIGH SCHOOL PLACEMENT FELLOW TENTATIVE CALENDAR
- Week of August 17: Trainings and Prep Work (~ 15 hours)
- Week of August 24: Training and Prep Work (~ 10 hours)
- Week of August 31 onward: Check-ins and regular responsibilities for a max of 29 hours per week
- Programming Dates at BTNY Site:
  - Mondays and Wednesdays from 4:00PM – 7:00PM
  - Mid-September to mid-December
- Weekly check-ins with High School Placement Associate
- Week of December 14: Final week of role

COMPENSATION
BTNY strongly believes in selecting the top, qualified candidates. After-School Teaching Assistants will be compensated at a rate of $15/hour.

Finally, working at BTNY gives you the opportunity to work with an AMAZING team, to build skills as a non-profit professional, to work in an environment with plenty of growth opportunities, and to make breakthroughs happen for NYC students.

TO APPLY
Complete our online application at tinyurl.com/ BTNYHSPA2020 by Sunday, July 5th at 11:59PM.

If you have any questions, please email seasonal@btny.org

Breakthrough New York is an equal opportunity employer. We encourage applicants who represent the communities we serve.