



**Position Title:** College Access Associate – *Full-time, year-round position*

**Reporting Relationship:** College Access Director (CAD)

**Starting Date:** Late August 2020 (*negotiable*)

**Posting Date:** July 6 (*Posted until filled*)

**Organization:** Founded in 2011, Evanston Scholars is a non-profit organization that improves college access and success for a diverse group of ambitious Evanston Township High School students who are traditionally first-generation college entrants, low-income, and students of color, starting with the college admissions process and continuing through graduation. The comprehensive, six-year program offers workshops, mentors, SAT prep, and college counseling to support students to get to and through college. The program now serves over 250 students, selecting 40 new high school sophomores every year. [Evanston Scholars Website](#)

**Location:** 1234 Sherman Ave., Suite 214 Evanston IL 60202

**Position Description:** Throughout junior and senior years of high school, Evanston Scholars participate in a series of programs and workshops designed to help them identify, apply to, gain admission to, enroll and succeed at a “good fit” college. Scholars also receive individualized college counseling in Pods, groups of 6-10 Scholars led by a Pod Leader. The College Access Associate serves as an integral member of the College Access Team, overseeing a set of college access responsibilities, participating in the planning and execution workshops and contributing to the tracking of Scholar data. The College Access Associate will also serve as a “Pod leader”—aka lead college counselor—for members of a Pod (more information below), and will collaborate with other Pod leaders on providing high-quality personalized college counseling to all Evanston Scholars. Additionally, this position will be responsible for maintaining data, operations, and/or relationships that relate to the work of the CA team.

**Major Responsibilities:**

- Helps plan and deliver the college access curriculum for 30-40 high school Scholars each year, including, but not limited to, Scholar, parent and mentor orientations, academic and study skills workshops, summer opportunities workshop, college application boot camps, campus visits, college affordability and financial aid workshops, community service projects, college and job fairs and annual celebrations
- Serves as lead college counselor for 6-10 high school Scholars per class, helping Scholars to engage in self-assessment, college search, writing essays and completing applications for fly-ins, college admission, financial aid and scholarships. The Pod Leader helps Scholars achieve to their fullest potential academically and also writes a customized letter of recommendation for each of his/her Pod members.
- Regularly communicates with Scholars, parents/guardians and mentors
- Participates in college information sessions/visit opportunities that assist with good-fit college selection, including fly-in/bus-in opportunities and ES group college visits
- Assists with data capture and reporting on college acceptances and financial aid offers

- Participates in Scholar recruitment and selection process, including application review and selection committees
- Maintains certain college access systems and operations, including “comprehensive trackers,” PERRC program and resource room maintenance
- Assumes some of the following responsibilities, to be determined:
  - Helps connect Scholars with jobs and internship opportunities, leveraging available resources in the Evanston community, like the YJC
  - Coordinates tutoring resources for high school Scholars, leveraging available resources in the Evanston community and Northwestern University
  - Manages summer opportunities program, process and relationships
  - Manages standardized test preparation process, including relationship with provider, program delivery and tracking
  - Oversees certain aspects of scholarship process, including relationships with providers
  - Coordinates college access content for monthly Scholar Bulletin

**Skills and Personal Characteristics:**

- Demonstration of cultural competence and ability to establish respectful and trusting relationships with adolescents, parents and adults from the community.
- Ability to provide effective college counseling services to first generation and/or low income underrepresented students and their families
- Highly organized with an ability to juggle multiple tasks and stay flexible
- Excellent written and oral communication skills
- Exceptional attention to detail
- Thrives as a member of a dynamic and highly-collaborative small team
- Enthusiastic, patient, persistent, professional, resourceful and adaptable

**Experience:**

- A bachelor’s degree
- A successful candidate will have a minimum of two years of college counseling experience at a CBO or high school, or a minimum of two years of undergraduate admissions experience (or two years of combined admissions and counseling experience).
- Experience working with low-income, first-generation to college, and underrepresented minority students is preferred
- Experience in a non-profit organization in the college access system is a preferred
- Successful track record of meeting deadlines and achieving goals
- Experience with Salesforce is a plus
- Familiarity with the Evanston community is a plus.

**Compensation:** Pay is commensurate with experience; we also offer comprehensive health benefits and top-of-the-market paid time off.

**Contact:** Send or email a cover letter and resume of qualifications to:

Demisha Lee -- [dlee@evanston scholars.org](mailto:dlee@evanston scholars.org)