

College and Career Readiness Advisor

TYD is a nonprofit organization with a mission to *equip Pima County youth to gain employment, achieve self-sufficiency and reach career potential through education and training*. We are seeking a full-time **College and Career Readiness Advisor** to support our overall mission, focusing on the mission of our Schools- *Alternative, rigorous, technology-enhanced instruction for "at-risk" youth leading to graduation and preparation for success beyond graduation*.

Location: YouthWorks Charter High School, 1915 E 36th St Tucson, AZ 85713

Overview:

Under the supervision of the Principal, initiates, coordinates, and performs various organizational, technical, and guidance functions. This position interacts with students, parents, and staff. The CCRA is responsible for areas that can lead to building school enrollment through the retention of students while improving the success of targeted students, specifically in the areas of progress toward graduation and career transition. Schedules speakers and visits events promoting college admissions, career planning, development, and other post-secondary options. Understands and works effectively with people of various identities and populations.

Job Duties:

- At the determination of the Principal (or Executive Director), the CCRA can serve as the administrative designee in the absence of the Principal.
- Actively collaborates with the College and Career Readiness Advisor (CCRA) from ACE or YouthWorks, organizing and overseeing College and Career Information Events. This includes serving as the van driver for off-campus CCRA/postsecondary events as needed.
- Organizes, maintains, and continually updates a career planning and college information center with resources, including information on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest and resources to staff, students, and parents.
- Schedules speakers, college representatives, and recruiters. Maintains a master calendar of scheduled events, speakers, and career fairs.
- Provides information concerning specialized scholarships and assistance in completing application forms.
- Prepares college and career flyers and newsletters to distribute to students, teachers, and parents.
- Prepares and speaks at informational presentations to classrooms, student groups, and parent organizations.
- Communicate with college personnel to establish a productive relationship, exchange information, and resolve issues or concerns involving any college admission process.
- Communicates in groups and individual student/parent meetings on academic compliance issues, college admissions, and post-secondary planning.
- Performs various computer duties, including word processing, graphic design, and database management.
- Composes and types various documents, including bulletins, reports, forms, and lists.
- Prepares and types letters, memos, and correspondence from written notes or oral instructions.
- Attends meetings, conferences, and seminars regarding career trends, college entrance and financial aid, and standardized college admission testing.
- Addresses special needs of underrepresented students (minority populations, exceptional student populations, economically disadvantaged, and others) by keeping up-to-date on programs and resources designed specifically for these students and ensuring that the students are aware of them.
- Provides information concerning college entrance examinations, assists students with applications and scheduling, and distributes test results.
- Disseminates information about jobs and mentoring programs.
- Promotes youth hiring and mentoring programs.
- Works collaboratively with SSC and the Principal to provide services to students and parents.
- May coordinate letters of recommendation for college admission.
- Make phone calls for students with attendance/tardy issues per their intervention plan.
- Monitor students' attendance daily and make phone calls when necessary.
- Confer regularly with school staff regarding students who are chronically absent/tardy.

- Counsel students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant interventions.
- Serves as liaison for Youth on Their Own (YOTO) to provide monthly progress reports necessary to students' stipends.
- Performs other duties as assigned by the Principal (or Executive Director) that support the overall objective of the position.

Minimum Qualifications:

- Master's Degree from an accredited College or University.
- Must possess/ be able to obtain a Valid IVP Fingerprint Clearance Card.
- Must possess and maintain a valid Arizona Driver's License and motor vehicle insurance coverage in order to serve as a driver for CCRA and school events as needed.
- Computer literacy, specifically with *G Suite/Google Workspace* and *Microsoft Office Suite*.
- Bilingual Spanish/English The ability to read and write Spanish – is preferred.

Knowledge of:

- District registration policies and procedures, graduation, and higher education course requirements.
- Using personal computer-aided applications for office productivity, research, and preparation of communications materials.
- College admissions and career development resources.
- College admissions and career planning.
- Appropriate English usage, spelling, grammar, and punctuation.
- Human relations skills to make in-service presentations to student and parent audiences and facilitate discussions with students and parents.

Ability to:

- Provide college and career-related information and assistance to students and the school community.
- Develop promotional materials and write professionally.
- Respond to students from varying backgrounds, including underrepresented, minoritized, and economically disadvantaged populations

Benefits

- Salaried position
- Medical, dental, and Vision
- 403B and 403B match
- Paid Federal holidays
- Paid school breaks
- Health Reimbursement Arrangement (HRA)
- Employer contributes to the majority of your health insurance!