



Job title	Possibility Specialist - Ranken
Reports to	Ranken Program Manager
Status	<i>Exempt, Salaried, Full-time</i>

Who we are:

College Bound St. Louis is an award-winning college preparation and persistence program serving students in the St. Louis area. Through an individualized, holistic, and multi-year commitment, College Bound empowers students from disadvantaged backgrounds to complete higher education and enter successful careers. **Since our founding in 2006, we have succeeded in helping 99.9% of our graduating high school seniors earn admission to a four-year college, and graduate at five times the rate of their peers!** To learn more, visit:

www.collegeboundstl.org

The Program Specialist will work under the Ranken Program Manager and with the students, faculty and staff of Ranken Technical College to provide support for College Bound students on the Ranken Campus. This will include one on one coaching with students, group intervention, data entry and tracking, connecting students with relevant campus supports, logistical support, and other related tasks. An understanding of vocational counseling, higher education, and youth development are necessary to be considered for this position.

Your responsibilities:

Support Student Growth and Success:

- ▶ Manage a caseload of a maximum of 30 students through the academic year, coaching sessions to deliver personalized, motivating and actionable guidance with each 1-4 times monthly depending on need
- ▶ Create individualized intervention approaches that will strengthen student's self-understanding, future motivation, and planning ability
- ▶ Develop strong relationships with students characterized by trust and openness to build rapport and deliver feedback, while remaining professional
- ▶ Orient students to College Bound program, ensuring they understand the purpose and value of the program and what is expected of them in the process
- ▶ Monitor and track student progress using College Bound's database system, ensuring timeliness, accuracy, thoroughness, and appropriate considerations of privacy.
- ▶ Work in an embedded office space at Ranken campus in St. Louis and engage students in significant, biweekly communication via face-to-face meetings, calls, texts and other electronic means.
- ▶ Connect students to campus and community resources/events that will increase their career knowledge
- ▶ Consistently collect, record, analyze and interpret student information on student progress including milestones and deliverables to guide coaching conversations
- ▶ Provide extended support and create personalized action plans for students in crisis
- ▶ Supports students in navigating financial aid and other college processes at Ranken

Other Responsibilities:

- ▶ Answer phone calls and emails directed to the CB@Ranken site
- ▶ Respond to the needs of Ranken faculty and staff
- ▶ Attend and engage in supervision, team, and organizational meetings
- ▶ Collaborate closely with external student supports, such as therapeutic services
- ▶ Supervise and assist with the scheduling of student rides and logistics
- ▶ Ensure fidelity to budget, including prompt and accurate financial tracking and reporting
- ▶ Believe authentically in College Bound's mission and exemplify College Bound's core values and commitment to its diversity and inclusion statement
- ▶ Additional duties and special projects as assigned

Skills and experience:

- ▶ Bachelor's degree in a related field required (education, social work, nonprofit administration, psychology, counseling, etc.)
- ▶ A minimum of 1 year of experience working with youth required. Prefer a minimum of two years of experience in a nonprofit setting
- ▶ Strong ability to connect with students in a diverse setting
- ▶ Passion for engaging in the difficult and complex tasks required to create change on the community and individual level
- ▶ Need a strong self-starter who can think creatively and critically about meeting the diverse needs of their caseload
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment
- ▶ Effective and professional communicator who can quickly establish credibility and rapport with partners, students, families, and staff
- ▶ Computer proficient; experience using a database to manage student information a plus

Benefits and Work Conditions:

- ▶ Employee health insurance
- ▶ HRA
- ▶ Dental Insurance
- ▶ Short-term Disability
- ▶ Life insurance
- ▶ Vision insurance
- ▶ 401(k) matching
- ▶ Employee assistance program
- ▶ Flexible schedule
- ▶ Paid time off
- ▶ Professional development assistance

Schedule:

- ▶ 8-hour, daytime shift
- ▶ Flexible working environment
- ▶ Remote privileges on Fridays

Job Type: Full-time

Salary: \$43,000.00 - \$50,000.00 per year based on experience

Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day. Some transportation of students required. Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Additionally, employees should be available to work occasional weekends, overnights and be available via phone for questions from colleagues and students. Business casual dress code when on college campus.

How to apply:

Interested candidates must send a cover letter, salary requirements, and electronic version of resume to: jobs@collegeboundstl.org. Subject Line: Possibility Specialist - Ranken. Applications will be accepted through **September 15th**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Employee Signature

Date

Director/Manager/Supervisor/or Human Resources

Date