



## **College Readiness Coordinator Job Description**

The College Readiness Coordinator is responsible for managing all components of the College Readiness Initiative for high school students at assigned campus. The College Readiness Coordinator also enhances community and business partnerships and educational partnerships. Hours of employment will correlate with the school hours, but flex according to staff, student and parent needs. Duties of the College Readiness Coordinator include but are not limited to the following:

1. Establish a good rapport with high school age students.
2. Meet with parents, teachers, faculty, faculty and staff to share information about the program and work with them to ensure student progress in regard to college bound activities on a regular and consistent basis.
3. Utilize and maintain GRAD Cincinnati's database for the purpose of tracking the progress of students to determine whether they are completing their college requirements.
4. Notify and provide assistance to those students who are not meeting requirements.
5. Plan and participate with counselors in school activities regarding college awareness and college preparation (e.g. College Night and Naviance).
6. Organize and supervise college orientations and plan tours for parents and students.
7. Monitor students' GPAs and class credits to ensure students meet the state graduation requirements.
8. Provide college preparation materials and curriculum including college entrance exams, college selection and applications, and scholarship applications.
9. Assist students with college admissions letters, scholarship applications, essays, financial aid, etc.
10. Notify sophomores about the PLAN dates and Juniors and Seniors about ACT dates. Follow-up as needed.
11. Be relentless in assisting students in meeting application deadlines.
12. Maintain contact with college or post-secondary vocational GRAD Cincinnati alumni.
13. Manage the Naviance College and Career database for Juniors and Seniors.
14. Organize the following student workshops:
15. Fall – Countdown to College (update with each grade level)
16. Spring – Financial Aid (seniors); this is in addition to the workshop with parents.
17. ACT Review (juniors and seniors)
18. Visit PTA/O and other parent meetings to answer questions about the College Readiness Initiative.
19. Work well with parents/guardians/PTA(O) and school personnel, respecting them as equal partners in education process.

20. Coordinate a minimum of one informational night for parents/guardians per grade level per school year as follows:
  21. Sophomore parents receive information regarding the PLAN.
  22. Junior parents review their child's requirements and determine what remains to be completed.
  23. Senior parents review remaining requirements, complete financial aid and meet with parents of students already in college.
  24. Senior parents attend a financial aid hands-on workshop with students.
  25. Register students for participation in the Summer Institutes.
  26. Meet with curriculum writers to ensure appropriateness of Summer Institute curriculum.
  27. Act as a liaison between the university professors and the high school teachers or Dean of Instruction.
  28. Supervise student in classrooms and track attendance.
  29. Consult with college/university coordinator and GRAD Cincinnati concerning students' attendance.
  30. Assist in planning and participate in closing ceremony.
  31. Debrief with college/university staff regarding effectiveness of the program and future planning.
  32. Meet with the school administrative team on a monthly basis to update status, address needs and concerns.
  33. Organize quarterly Advisor Board meetings with administrators, funders, GRAD Cincinnati staff, and other involved parties.
  34. Establish and maintain relationship with Admissions Directors at colleges and universities.
  35. Maintain records of feedback, testimonials, etc., for grant management and PR purposes.
  36. Perform all other duties as assigned.

### **Supervision and Accountability**

The College Readiness Coordinator's primary location is the assigned high school, where he/she reports to the Building Principal. The College Readiness Coordinator will work with school personnel, institutions of higher learning, and local business and community partners under the guidance and supervision of GRAD Cincinnati. The College Readiness Coordinator will be expected to attend orientation, training, in-services, and local and campus meetings as required by GRAD Cincinnati. Travel to the local GRAD Cincinnati office and various other sites in the city will be required.

### **Job Requirements**

- Knowledge of public administration, or high school education or degree equivalent.
- Knowledge of managing and expanding initiatives for youth, adults, neighborhoods and communities.
- Skilled in recruiting and retaining participants and volunteers.
- Skilled in oral and written communication.
- Ability to maneuver in current computer programs such as MS Word, MS Excel, and MS PowerPoint. Ability to prepare presentations, spreadsheets, graphs and documents. Ability to learn new programs in order to track information that the CPS district request from GRAD Cincinnati.
- Ability to organize and implement curriculum and activities.

- Ability to interact at a multi-management level with principal program partners.
- Ability to work under pressure while maintaining high levels of quality.
- Ability to consistently adhere to deadlines.
- Ability to travel, work evenings and weekend hours as needed.
- Ability to monitor emerging trends in the schools, community and the region.
- Experience working with inner-city youth, especially teens.
- Prefer 4 year college degree.
- Prefer Experience in coordinating comprehensive program activities in a school or institutional setting.
- Maintain and update accurate school records.
- Prepare monthly reports and maintain up-to-date records.