



ALUMNI ADVISOR JOB DESCRIPTION

General Description:

The Greeley Dream Team turns dreams into reality. We work with a diverse student population building relationships. We mentor, empower and educate today's youth to transition to college to become tomorrow's leaders. The Alumni Advisor position provides advising and support to students in achieving their higher education goals. The Alumni Advisor will be responsible for increasing persistence and assisting students to stay on track to graduate on time for their post-secondary degree. The Alumni Advisor will help develop and facilitate college support programming throughout the students' college career and connect to college and community resources.

Reports to: Lead Alumni Advisor/Executive Director

Responsibilities:

ADVISING

- Advise and provide planned services that assure retention, promotion and college graduation for student caseload.
- Conduct outreach one-on-one and small group advising sessions with students. Monitor and track academic progress and help establish early alerts and interventions for student success if not already in existence on campus.
- Promote essential skills and techniques to students, including those related to time management, study strategies, and use of campus resources.
- Provide career development and advising activities to increase awareness of degree plan.
- Assist in coordination of new student transition/orientation on campus.

RECORDS & DATABASE

- Maintain student program files, keeping information current, accurate and confidential
- High fidelity data tracking and reporting of student progress.

COLLABORATION

- Collaborate and coordinate closely with each partner institution in such a way as to maximize value added and avoid duplication of services.
- Network and develop partnerships with existing programs that will provide students with resources, academic support, and opportunities to boost co-curricular participation.
- Provide individual parent/family contact as needed/appropriate.

TEAM MEMBER of The Greeley Dream Team

- Proactive problem-solver who demonstrates initiative and ability to work individually and on a team.
- Support annual events and activities as assigned.
- Attend staff meetings.
- Communicate with co-workers and supervisor in a positive and productive manor.

OTHER DUTIES

- Responsible for carrying out program goals.
- This position is highly visible in outreach where adherence to protocol, policies and procedures is expected and of high priority.
- Ability to operate in a professional manner including proper attire, ethical behavior, and strict confidentiality with student/family information.
- Other activities as assigned.

Qualifications:

- Bachelors Degree required, preferred in the following areas: human services, education or other related fields.
- Experience working with youth in pre-collegiate or young adults in collegiate programs (especially those who are traditionally under-resourced) and a demonstrated passion for helping students succeed.
- Knowledge of higher education financing, student financial aid, and/or postsecondary education entrance processes.
- Ability to regularly operate technology including: computer, telephone, copier and other communication tools as needed.
- Self-motivated and directed.
- High-level customer service skills.
- Excellent communication skills; oral and written.
- Demonstrated organizational, multi-tasking and detail oriented skills.
- Access to reliable transportation travel to colleges and universities in-state required.

Highly Desired:

- Spanish Bilingual Fluency (Oral and Written).

Terms:

This position offers the following:

- Exempt Salaried Position.
- Salary dependent upon qualifications and commensurate with experience.
- Medical, dental, vision, sick, discretionary leave and a 403 (b) retirement account.
- Part-time moving into Full-time position, with four PTO weeks in the summer and Holidays observed.
- Scheduled day hours with some evenings and weekends required.

Submittal Procedure:

Interested candidates must submit a cover letter, resume, and references. Submit documents by email (jblackburn@greeleyschools.org), fax, mail or walk-in your packet to:

The Greeley Dream Team
ATTN: Deputy Director
1025 9th Avenue, Suite 336
Greeley, CO 80631

Closing Date: For Full Consideration Please Submit no later than
January 15, 2021

Applications will be accepted until position is filled.