



## PROJECT MANAGER JOB DESCRIPTION

**Location:** Based within 25 miles of a College Advising Corps program in CA or TX

**Supervisor:** Senior Director of Programs

**Travel Requirements:** Approximately 35-40%

**Position Classification:** Temporary (grant-funded through June 2019)

### ABOUT COLLEGE ADVISING CORPS

College Advising Corps (CAC) is an independent non-profit organization that works to increase the rates of college enrollment and completion among low-income, first-generation college and underrepresented high school students. We do this by placing well-trained, recent college graduates from our 25 partner universities as full-time college advisers in high schools across the nation. We believe that every student deserves the opportunity to enter and complete higher education and are committed to supporting students as they navigate the complex processes of college admissions, matriculation, and securing financial aid.

### POSITION SUMMARY

The Project Manager will play a critical role in equipping programs and advisers in four states (California, Texas, Michigan, and Illinois) with the information and resources they need to advance a new program initiative. More specifically, this individual will be responsible for creating materials and resources related to this partnership, traveling to train program directors and advisers, and creating a data-driven accountability system that enables program directors and advisers to meet the student- and adviser-level metrics outlined within the goals of this partnership. The Project Manager will also provide high-level project management support to the Senior Director of Programs.

### DUTIES AND RESPONSIBILITIES

**Advancing Partnership:** Develop and lead training for program directors and advisers related to CAC's partnership. Equip advisers and program directors with the information and resources they need to encourage students to utilize Khan Academy's SAT practice tools, enroll in Advanced Placement (AP) courses and complete AP tests, and apply to colleges and universities that match their academic qualifications and needs. Partner and build relationships with appropriate officials in school districts and schools to ensure buy-in to the promotion of access to academic rigor, educational equity, and excellence for all students in grades 9-12.

**Data Management:** Utilize CAC's online student tracker tool to run and analyze data reports, communicating frequently with program directors about advisers' progress to ensure that programs are held accountable to metrics associated with the initiative.

**Programmatic Support:** Work alongside the Senior Director of Programs and Regional Directors to provide training, guidance, and support to programs, ensuring that they remain aligned to our

organization-wide goals and uphold the integrity of CAC's near-peer service model. Deliver the resources and coaching that program staff and advisers need to tackle program-specific challenges and achieve success. Participate in regular meetings with team members and national office staff to work collaboratively and integrate activities and functions across programs. Manage and/or participate in additional projects as requested by the Senior Director of Programs.

## QUALIFICATIONS AND EXPERIENCE

The Project Manager will be a mature leader with a minimum of a bachelor's degree (an advanced degree would be a plus) and at least 5-7 years of experience in partnership, programming, college access, and project management. The ideal candidate for this position will possess the following competencies and attributes:

- Culture- and mission-driven – extremely passionate about CAC and increasing opportunity for all students;
- Can-do attitude and willingness to go the extra mile in service of our mission;
- Unwavering commitment to executing with excellence;
- Unquestionable personal code of ethics, integrity, and trust;
- Experience leading program teams and managing projects to achieve strategic objectives;
- Experience cultivating relationships with school districts in at least one of the four states covered by this partnership (CA, TX, IL, and MI);
- Experience building relationships with other educators on behalf of student success;
- Demonstrated comfort working independently with remote partners and team members;
- Excellent analytical and abstract reasoning, critical thinking, and organizational skills;
- Exceptional interpersonal, written, oral, and presentation skills and the ability to effectively interface with senior management, Board of Directors, and staff; and
- Ability to travel approximately 35-40% of the time.

## COMPENSATION AND BENEFITS

CAC offers a salary and benefits package competitive with other organizations of our size, which includes full health and dental coverage, a matching 401(k) plan, and four weeks of vacation plus sick leave and national holidays. This is a temporary, grant-funded position through June 2019. Continuation of this position beyond that date is contingent upon renewed funding.

## HOW TO APPLY

Please email your resume and a cover letter to [HR@advisingcorps.org](mailto:HR@advisingcorps.org), noting "Project Manager" in the subject line. Cover letters can be addressed to Audree Hernandez, Senior Director of Programs. In your letter, please speak directly to your experience and interest in working with our organization and provide your salary history. Applications without a cover letter will not be considered.

College Advising Corps is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable. College Advising Corps is an E-Verify Employer.