



## SOUTHEAST COORDINATOR JOB DESCRIPTION

**Location:** Chapel Hill, NC

**Supervisor:** Regional Director of Programs, Southeast

**Travel Requirements:** Ability to travel approximately 30 percent of the time

### 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. CAC supports students nationwide through two innovative program models. The in-school model places well-trained, recent college graduates from our 24 partner universities as full-time college advisers in high schools across the nation. The virtual model leverages technology to connect well-trained, recent college graduates with students 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, financial aid, and enrollment.

### POSITION SUMMARY

The Southeast Coordinator will play a critical role in equipping our programs and advisers in North Carolina, Virginia, South Carolina, and Georgia with the information and tools they need to advance our programmatic partnerships with major supporters in the region including the John M. Belk Endowment and Oak Foundation. More specifically, the Southeast Coordinator will be responsible for creating resources related to these partnerships and managing data to track adviser and student outcomes. This role will also provide high-level administrative support to the Regional Director of Programs, Southeast.

### DUTIES AND RESPONSIBILITIES

**Advancing Regional Partnerships:** Develop training materials for advisers related to CAC's partnerships with the John M. Belk Endowment, Oak Foundation's Learning Differences Programme, and others. Equip advisers and program directors with the information and resources they need to fulfill all obligations associated with these high-profile partnerships. Alongside other members of CAC's national team, support the planning of partnership-oriented trainings, convenings, and advisory council meetings.

**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 all regional partnerships. Collect, log, and analyze qualitative data supporting an important feedback loop in project implementation and evaluation. Fulfill ongoing data needs associated with the management of the Regional Director of Programs, Southeast's portfolio.

**Programmatic Support:** Work alongside the Regional Director of Programs, Southeast to provide 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. Research and create resources to support program staff and advisers as they tackle program- and partnership-specific challenges and achieve success. Develop processes for sharing best practices between programs to create an effective advising network across programs. Participate in regular meetings with team members and national office staff to work collaboratively and integrate activities and functions across programs. Assist with the production and planning of program-focused events and communications. Participate in other projects, as requested by the Regional Director of Programs, Southeast.

## QUALIFICATIONS AND EXPERIENCE

The Southeast Coordinator will be a highly motivated self-starter with 2-3 years of work experience and a bachelor's degree. The ideal candidate for this position will possess the following qualities and attributes:

- Culture- and mission-driven – extremely passionate about CAC and increasing opportunity for all students;
- A can-do attitude and willingness to go the extra mile in service of our mission;
- An unwavering commitment to executing with excellence;
- Exceptional interpersonal skills and a commitment to representing CAC with enthusiasm, warmth, and professionalism;
- Outstanding written and oral communication skills;
- Excellent critical thinking, problem solving, and organizational skills;
- The ability to thrive in a fast-paced, do-it-yourself, start-up environment;
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines;
- Advanced Microsoft Excel and PowerPoint skills; and
- Experience and/or strong interest in guiding young people with learning differences, like dyslexia or attention deficits, in applying to and enrolling in college.

## 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.

## HOW TO APPLY

Please email your resume and a cover letter to [HR@advisingcorps.org](mailto:HR@advisingcorps.org), noting "Southeast Coordinator" in the subject line. Cover letters can be addressed to Danny Eckstein, Regional Director of Programs, Southeast. In your letter, please speak directly to your experience and interest in working with our organization. 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.