



SENIOR PROGRAM DIRECTOR, eADVISING JOB DESCRIPTION

Location: Chapel Hill, North Carolina

Supervisor: National Director of Programs

Direct Reports: Program Director, eAdvising; two Program Associates, eAdvising (who collectively manage 32 eAdvisers located in Chapel Hill, NC; Lancaster, PA; and Kansas City, MO); Regional Director of Programs, MW (based in Kansas City, MO and manages 4 Hybrid Advisers)

Travel Requirements: Ability to travel approximately 20 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 25 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 high-achieving, low- and moderate income 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 Senior Program Director, eAdvising is responsible for leading CAC's virtual advising program and cultivating our key partnerships with Bloomberg Philanthropies and College Board. The Senior Program Director, eAdvising, sets the vision and drives impact for the eAdvising initiative (also known as the CollegePoint Initiative) that is designed to increase the number of high-achieving, low- and moderate-income students who apply to, matriculate, and graduate from our nation's most selective institutions. Thousands of high school students graduate from high school each year with strong grades, test scores, and academic motivation but do not apply to selective colleges and universities. Research shows that students from families in the bottom economic quartile comprise only three percent of enrollment in the most selective colleges, while those from the top economic quartile comprise 72 percent. To combat this phenomenon of "undermatching," CAC eAdvisers provide personalized virtual college advising (using multiple technology interfaces) to help students identify, apply to, and enroll in a specific group of highly selective colleges and universities with graduation rates above 70 percent. Working closely with the leadership teams at CollegePoint, College Board, and leaders from three peer organizations, the Senior Program Director, eAdvising will be responsible for building a data-driven, results-oriented team that reaches and exceeds key student outcomes and funder goals.

DUTIES AND RESPONSIBILITIES

Partnership Development: Serve as CAC's primary liaison to Bloomberg Philanthropies and CollegePoint, as well as College Board for all matters related to the eAdvising initiative. Influence the overall direction of CAC's virtual advising work by leading the vision- and goal-setting process and developing and implementing a robust, multi-year project plan. Seek the support and guidance of others in the virtual advising space (including peer organizations, technology providers, and prospective investors) to stay abreast of trends and learn about new methods and approaches that could be incorporated into our work.

Supervision/Management: Provide effective day-to-day management and administration for College Advising Corps' eAdvising program. Supervise the Program Director, eAdvising and Program Associates, eAdvising in managing and professionally developing CAC's growing team of virtual advisers. Ensure that these three team leaders receive coaching, guidance, clear goals, and support. Co-supervise with the National Director of Programs the Regional Director of Programs, MW who manages four hybrid advisers based in Kansas City, MO. Oversee the recruitment and hiring of approximately 15-20 new eAdvisers annually (eAdvisers serve two-year terms). Oversee the training and evaluation of approximately 32 eAdvisers annually.

Budget and Grants Management: Oversee the eAdvising program budget. Manage aspects of grant funding as needed (e.g., assure deliverables, complete and submit reports, coordinate trainings, coordinate inquiries from funders). Track and manage grant funds to assure their proper use, maintain records, and prepare financial reports as necessary. Work collegially with funders at Bloomberg Philanthropies and provide reports regarding outcomes, progress and activities as requested.

Data Analysis and Evaluation: Collaborate frequently with all eAdvising team members as well as the Director of Evaluation and Impact Measurement to monitor and analyze program data, ensuring that findings inform routine programmatic refinements and improvements. Develop and oversee ongoing data collection and analysis processes (including data received by the Access2Opportunity team at the College Board and data entered by eAdvisers into GRACE, our data-tracking tool). Evaluate and enhance program performance through regular eAdviser communication and development as well as oversight of a formal review process with eAdvising team leaders and eAdvisers to assure program goals are being met. Regularly analyze data collected to gauge the effectiveness and impact of individual eAdvisers and the program as a whole.

QUALIFICATIONS AND EXPERIENCE

The Senior Director, eAdvising will be a mature leader with a minimum of a bachelor's degree (an advanced degree would be a plus) and at least 7-8 years of experience in building highly effective, results-oriented teams and strategically managing complex projects. 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, with specific interest and experience in helping high-achieving, low-and-moderate income students attend selective colleges and universities;
- Excellent people and project management, analytical, abstract reasoning, problem solving, and organizational skills;
- Experience working in a high-growth, entrepreneurial environment;
- Can-do attitude and willingness to go the extra mile in service of our mission;
- Unwavering commitment to executing with excellence; and

- Exceptional interpersonal, written, oral, and presentation skills and the ability to effectively interface with senior management, Board of Directors, and all team members (including remote partners).

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, noting “Senior Program Director, eAdvising” in the subject line. Cover letters can be addressed to Rebecca Cullen, COO. 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.