College and Career Success Associate (40 hrs. a week)

Communities In Schools of Central Texas recognize and value the significant lived experience of our alumni. **The Achieve the Dream Fellowship** (ADF) provides alumni of Communities In Schools with opportunities to develop their professional knowledge and skills through administrative work in a non-profit setting. This is an up to three-year opportunity, with an annual review and re-commitment check-in to evaluate progress and explore the interests with the fellow.

The **College and Career Success Associate** will provide support in preparing our youth to be school, work and life ready after high school graduation. They will encourage and assist students in exploring various educational opportunities available at the local, state and / or national level. The College and Career Success Associate will serve as a role model and mentor for high school students and alumni of Communities In Schools of Central Texas and empower them to stay in school and achieve in life.

Qualifications:

- Knowledge about educational opportunities at 4-year colleges, 2-year colleges, technical schools and the armed services
- Flexibility and eagerness to learn
- Effective interpersonal skills and communication skills
- Effective time management and organization skills

Preferred Experience & Skills:

- Ability to manage multiple projects at the same time
- Experience taking initiative on tasks
- Ability to work with diverse people, communities and cultures
- English/Spanish language proficiency

Training will be provided for the following primary responsibilities:

- Post-secondary options available at the local, state and national level
- College admission process
- FAFSA / TASFA and scholarship opportunities
- Alumni Association at Communities In Schools of Central Texas
- Administrative responsibilities supporting College and Career Success projects

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