



Success Adviser

The Success Adviser will work closely to advise students in College Success Arizona's College Mentoring Program in partnership with Arizona GEAR UP. Adviser will assist students with their overall success and retention through holistic advising. Maintain and implement program department processes. Candidate should be a self-starter with the ability to work independently as well as in a team environment.

Duties and Responsibilities

- Advise students on academic, personal, and career related topics to ensure their success and retention at in-state universities.
- Maintain regular in-person, phone, and electronic communication with students.
- Coordinate student programming to support and inspire students to engage in program and professional development activities.
- Plan and facilitate student events such as orientation, Student Success Network, and career week.
- Implement the College and Career Success Milestones.
- Knowledge of educational, campus, and community resources.
- Conduct daily tracking of students, capture and document student progress through online database management.
- Must be highly motivated and a self-starter, with excellent time-management skills and motivated to go above and beyond for students.
- Track daily interactions with students and activities for purpose of reporting to supervisor and grant reporting.
- Constant travel to Flagstaff, Tucson, and within the valley.
- Create content for and manage text program and E-Mentoring activities.
- Fulfill other duties as assigned by the Associate Director of Success Services.

Qualifications

- Bachelor's degree.
- Three-five years related work experience.
- Ability to work with and develop strong relationships with college students.
- Experience with/understanding of low-income and minority college-bound youth.
- Experience with/understanding of college resources and student programs.
- Effective verbal and written communication skills.
- Have reliable transportation as travel throughout the state is required.
- Knowledge of data collection, reporting, and analysis.
- Experience with computer programs and comfortable with technology.
- Desired qualification- mentoring and advising experience.
- Desired qualification- bilingual in English and Spanish.

FLSA Class: Full time position contingent on grant funding. \$38,000-\$40,000 DOE (Based in Phoenix)
Work Hours: M-F; 8:30am-4:30pm; Ongoing travel (including overnight), some evenings and weekends required

Apply To: Submit cover letter, resume, and three references by 6/15/2018 at noon to:
Myrna Cardenas, Associate Director of Success Services- mentoring@collegesuccessarizona.org