



Success Adviser

Summary

College Success Arizona has a mission to increase the college attainment rate in Arizona, particularly for students who otherwise would not be able to attend or graduate from a higher education institution.

The Success Adviser will work closely with and virtually advise students who were supported through the Arizona Postsecondary Student Resiliency Fund, assisting with their overall success and retention. Success Adviser will maintain and implement program department processes. Candidate should be a self-starter with the ability to work in a team environment, as well as work independently.

Duties and Responsibilities

- Advise students virtually on academic, career, and life related topics to ensure their success and retention with colleges/universities throughout the state of Arizona.
- Maintain regular and meaningful phone and electronic communication with scholars.
- Connect scholars to educational, campus, and community resources
- Conduct daily tracking of scholars, capture and document scholar progress through online database management.
- Plan and facilitate student events such as orientation and Scholar Success Networks, including in-person events
- Create content for and manage texting platform and E-Mentoring activities.
- Manage document collection and maintain student scholar database.
- Must be highly motivated and a self-starter, with excellent time-management skills and motivated to go above and beyond for students.
- Fulfill other administrative duties as assigned by the Director of Success Services.

Qualifications

- Bachelor's degree.
- Two to three years related work experience.
- Ability to work with and develop strong relationships with college-bound students.
- Experience with/understanding of low-income and minority college-bound students.
- Experience with/understanding of college resources and scholarship programs.
- Excellent verbal and written communication skills.
- Have reliable transportation as travel throughout the state is required.
- Experience with computer programs and comfortable with technology.
- Desired qualification- mentoring and advising experience.
- Desired qualification- experience with Salesforce.

FLSA Class: Full time position contingent on grant funding. \$38,000- \$40,000 DOE

Work Hours: M-F; 8:30am-4:30; some travel (including overnight), some evenings and weekends required

To Apply: Submit cover letter, resume, and three references to Myrna Cardenas- mcardenas@collegesuccessarizona.org

NO PHONE CALLS

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. College Success Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.