



**Job Title:** College Success Initiative Advisor

**Organizational Overview:**

Steps to Success (STS) was founded as a public-private partnership to address the unequal academic outcomes of students living in Brookline's Public Housing. In collaboration with the Brookline Housing Authority (BHA) and the Public Schools of Brookline, STS provides individualized support and comprehensive services to students living in public housing. Starting in grade 3, STS works with students and families so that students not only graduate but thrive academically in high school, matriculate into college, and obtain their college degrees. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

**Position Overview:**

The goal of the Steps to Success College Success Initiative (CSI) is to provide information, coaching, and support to STS students in their post-secondary years so that they succeed in college and persist toward the completion of a certificate or degree. CSI works with STS participants who have graduated from Brookline High School to implement a post-secondary plan. The CSI Advisor works with a caseload of 25 to 30 students and reports to the Director of High School Programs & College and Career Success Initiatives.

**Specific Position Responsibilities:**

Provide support for STS students during their post-secondary years:

- Maintain active contact and a high level of participation in CSI among an assigned caseload of STS students, through regular campus visits and communication by phone, video chat, text, and email
- Advise college students in academic standing, course selection, financial aid concerns and requirements, adjustment to the college environment, balancing school and work, planning for post-college careers, and continued development of independence.
- Co-plan and implement college exploration for 11th and 12th-grade students through leading advisory sessions and hosting workshops
- Search and advocate for scholarship and internship opportunities available for students
- Support students with completing their FAFSAs in a timely and accurate manner
- Assist in planning and conducting the College 101 Workshop focused on ensuring graduated seniors successfully start their college programs
- Assist in planning CSI programming such as CSI Info Days, financial literacy workshops, webinars, care packages, campus meetups, and career panels.

- Work in partnership with the CSI Assistant Director, the High School Pathways Manager, and the Director of High School Programs & College and Career Success Initiative to plan and execute new programming
- Assist in the development and implementation of the STS Alumni Association

Maintain accurate and up-to-date records of STS College Students:

- Maintain accurate data on assigned caseload, including academic status, major, degree progress, grade point average, and financial aid standing.
- Provide timely submission of required data for STS grant reports.
- Conduct end-of-semester student satisfaction surveys and compile results into a report.

Work collaboratively with STS staff members:

- Collaborate with Public Schools of Brookline Advisors
- Attend and assist in planning annual STS events, including Recognition Ceremony, Step Up Celebration, Back to School events, Parent/Caregiver Information Nights, and CSI Info Days.

**Education and Experience:**

- Bachelor's degree
- Willingness to travel and access to a car

**Skills and Qualifications:**

- A strong belief in Steps's mission
- Understanding of challenges faced by low-income, first-generation undergraduate students in pursuit of degree completion
- Knowledge of financial aid and admissions policies for a wide range of public and private undergraduate institutions in Massachusetts and beyond
- Experience working with a diverse student population preferred
- Ability to work cooperatively with both high school students and undergraduate institution personnel
- Strong interpersonal skills
- Ability to work independently and collaboratively on projects
- Excellent organizational, written, and verbal communication skills
- Detail-oriented, proactive, adaptable, and flexible approach to work
- Must have access to a car
- Ability to sometimes work flexible hours as needed based on the timing of some events and programs

**Compensation and Benefits:**

Salary: \$55,000-\$58,000, commensurate with experience

Benefits include:

- Medical insurance with 80% employer contribution

- PTO including 15 vacation days, 3 personal days, 5 sick days, 11 paid holidays, and a 1-week December office closure
- A hybrid workweek
- A commitment to developing leaders from within the organization
- An organizational culture that supports staff well-being and holistic self-care/community care

**To Apply:**

Please apply by sending a thoughtfully worded cover letter and resume to the Step to Success, Inc. offices at [sts@stepstosuccessbrookline.org](mailto:sts@stepstosuccessbrookline.org).

Incomplete applications will not be considered.

Company Description

<https://www.stepstosuccessbrookline.org/>

Steps to Success provides equal employment opportunities to all applicants and prohibits discrimination based on race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.