**Job Description: Alumni Counselor**

# About the Cristo Rey Network®

The Cristo Rey Network, which today includes 37 independent Catholic high schools in 24 states, has for over 20 years exclusively served young men and women from economically disadvantaged communities in transforming their life trajectories through education. Cristo Rey Network schools deliver an innovative approach that integrates four years of rigorous college preparatory academics with four years of professional work experience through the Corporate Work Study Program. This unique educational model has powerful formational impact on students—demystifying the world outside their neighborhoods, developing in both the classroom and the workplace critical cognitive and non-cognitive skills, introducing them to inspirational role models and supportive mentors, and strengthening the competence, confidence, and aspiration so important to college and career success. The impact is clear: Cristo Rey graduates enroll and graduate from college at twice the rate of their low-income high school graduate peers.

# Position Summary

Alumni Counseling reports to the Director of College Success.

The College Success team is made up of two Alumni Counselors and two College Counselors who are responsible for the college application, matriculation, persistence and graduation of CRJHS alumni. Alumni Counseling collaborates directly with students, parents, staff/faculty, college counselor(s), and college representatives.

Alumni Counselors play an essential role in ensuring all Cristo Rey students are on track to enroll in college and complete their degree. The position requires an extraordinary commitment to serving diverse students of limited economic means - most of whom will be the first in their family to pursue a degree – through the implementation of a comprehensive, alumni counseling program. The position requires experience with college admissions, matriculation, and financial aid processes, a strong sense of low-­income students’ and family needs in preparing for college, and the ability to manage key relationships with a variety of internal and external stakeholders. In addition, candidates should be prepared to closely track, organize and analyze alumni data using Gradforce and National Student Clearinghouse in order to drive programmatic priorities, workflow and caseload management.

# Primary Responsibilities

* Serve as principal advisor and thought leader on best practices in college matriculation, persistence, and completion.
* Track, organize and analyze alumni college enrollment, retention and persistence data using Gradforce, National Student Clearing house
* Implement vision for alumni programming, including:
	+ Assisting students through college matriculation, course sequencing, financial aid, and transfer processes as needed.
	+ Planning and leading workshops for alumni and key stakeholders (parents, administrators, etc.) on topics related to college matriculation and persistence processes.
	+ Identifying and working with struggling students to assess their needs and recommend individualized resources and solutions.
	+ Ensuring students take advantage of special opportunities made available to low-­income college enrollees (e.g. emergency funding, travel grants, etc.)
	+ Regularly communicate with alumni via telephone, text, email, videoconference, and social media platforms, leveraging Gradforce to maximize efficiency of tracking information.
	+ Creating and sharing resources for students that promote college success, career readiness, and job placement.
	+ Coordinating multiple events per year for alumni to build community and access programming
	+ Working closely with students enrolled in two-year colleges to ensure degree completion and support a successful transition into a four-year program.
	+ Conducting visits to college where students are enrolled.
* Develop collaborative partnerships with colleges alumni attend, creating capacity to link students to college/university resources that support their successful enrollment and retention.
* Collaborate closely with College Counseling to support seniors in making their college selection, learn about the alumni program prior to graduation, and identify key trends in enrollment and completion data.
* Plan, build curriculum and teach a college life skills class in the spring.
* Develop college enrollment, persistence, and completion reports to track and communicate latest trends and progress to developed school goals.
* Have a strong social media presence and regularly post information, successes and opportunities.
* Build and celebrate a school­‐wide college­‐going culture for 9th-12th grades  (e.g. publicly posting college graduations, hosting alumni panels, connecting prospective applicants to alumni in college, and promoting Cristo Rey Alumni Association, etc)
* Perform additional duties as assigned.

# Additional  Responsibilities

* Represent CRJHS at local, state and national college admissions conferences, fairs, and/or tours to help strengthen regional partnerships and college persistence expertise.
* Participate in professional development opportunities offered by local college access organizations (i.e. Association of College Admissions Counselors) and the Cristo Rey Network national office in Chicago.
* Connect with other alumni advising programs at Cristo Rey Network schools.

# Qualifications and Skills

* Bachelor’s degree required with at least 2-3 years of experience working in college access, retention, and/or college student support services.
* Experience working with economically disadvantaged, racially diverse students and their families
* Strong understanding of the academic, financial, and social barriers to college access and persistence for underrepresented, first‐generation students.
* Experience collecting, organizing and interpreting large amounts of data for the purpose of informing practices
* Experience in event planning, workshop development, curriculum development, and navigation of social media platforms.
* Highly organized with the ability to advance multiple projects simultaneously in a fast­‐paced, environment.
* Highly collaborative, autonomous, and dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders.
* Relentless focus on outcomes , high level of accountability, self-starter, and willingness to do “whatever it takes,” including flexibility around scheduling, travel, and ability to work some evening hours and or travel to assigned colleges.
* Bilingual (speaking, reading and writing) in Spanish is a plus.

**Additional Information**

* This is a 12-month position. Travel is required as well as the flexibility to work some evenings and weekends.
* Successful applicant must have a valid driver’s license.
* Salary commensurate with experience. Excellent benefits: health, dental, life, short-term and long-term disability insurance, 401k, and generous paid time off and holidays.

**To Apply:**

* Please send your resume, cover letter and salary range expectations to Raquel Gudiel, Director of College Success at raquelgudiel@cristoreytc.org