

POSITION: Program Manager, College Advising

LOCATION: New York, New York

REPORTS TO: Associate Director, SEO Scholars, High School

CLASSIFICATION: Full-Time/Exempt

START DATE: Immediate

THE PROGRAM

SEO Scholars is a free eight-year academic program that gets highly motivated, low-income public high school students to and through college.

THE JOB

The **Program Manager, College Advising** manages all elements of the college admissions process for a cohort of 12th grade students to ensure 100% admission into a four-year college. This includes college list development, application essay review, standardized test preparation, and financial aid support, as well as, preparation for the college transition. In coordination with 11th and 12th grade staff, the Program Manager will lead and implement SEO Scholars programming on Saturdays, afterschool, and during the summer.

The ideal Program Manager is data-driven and results-oriented with an unquestionable commitment to high-quality work. We seek a dynamic advisor, adept at analyzing and leveraging metrics in order to implement our unique college advising approach with our diverse group of students. Comprehensive training in SEO's college advisement is provided.

THE TEAM

The Program Manager works collaboratively with a team to provide a consistent advising strategy and to lead a cohort of 250 Scholars through SEO programming during their 12th grade. The Program Manager also closely collaborates with part-time advisors, instructors, and writing coaches. The position reports to the Associate Director.

RESPONSIBILITIES

- **Manage a Cohort** –Manage and guide all 12th grade Scholars in assigned cohort to ensure they adhere to program policies and behavioral standards. Guide students through the application, admissions, and financial aid processes. Provide data-driven advising to all Scholars in the cohort, including conducting meetings for students and parents, and working with Scholars in small groups and one-on-one.
- **Employ a Student-Centered Approach** – Set and maintain high expectations for Scholars, which encourage positive student outcomes. Create and foster an environment that encourages intellectual curiosity, an inclusive, close-knit and supportive community, and a college-going culture.
- **Track Admissions Data** – Create goals for and maintain notes from all student meetings to support student success and accountability. Track and maintain data from all student meetings to ensure 100% application completion.
- **Teach** – Deliver college advisory, admissions, and transition seminars to 11th and 12th grade students to prepare them for the college process. Provide substitution in college admissions seminars during Saturday and summer seminars as needed.





REQUIREMENTS

QUALIFICATIONS

- Bachelor's degree required
- At least two years of high school or college teaching experience
- Highly organized with exceptional attention to detail
- Experience in a fast-paced, entrepreneurial environment
- Ability to manage complex projects with multiple deadlines
- Highly adaptable and solutions-oriented with an ability to solve complex problems
- Ability to work a Tuesday through Saturday schedule (2-3 Saturdays/month during school year with some flexibility) and some nights as dictated by programming needs
- Bilingual Spanish/English is highly desirable
- Intermediate to advanced Excel skills and experience working with databases

COMMITMENTS

- **To Hold Students to the Highest Possible Standard**– *“There is no back row in SEO.”* We are passionate about closing the achievement gap for first-generation and underrepresented students. We recognize the privilege of working with some of the most inspiring young minds in NYC and refuse to settle for anything less than 100% student engagement.
- **To Be Impeccable in Word and Deed** – We are dynamic, engaging leaders able to present SEO Scholars to a variety of audiences and stakeholders in a compelling and informative way, as well as to navigate difficult conversations providing honest, productive feedback to students and their families.
- **To Prioritize Collective Objective over Personal Need** – *“It’s not about you; it’s about those who came before you and those who come after you.”* We are a rapidly growing, data-driven organization always eager to add ambitious team members who want to make a lasting impact on our organization.

BENEFITS

Salary is competitive and commensurate with prior experience. Benefits include excellent medical, dental, and vision plans, life insurance, pension with employer matching plan, commuter benefits plan, and health reimbursement account.

TO APPLY

Please email your application to ScholarsStaffing@seo-usa.org using the following conventions:

- Subject: Program Manager, College Advising – First Name Last Name
- Body of Email: Include name, contact information and salary history
- Attach: Cover letter and resume saved as Last Name.First Name_Cover Letter & Last Name.First Name_Resume



SEO SCHOLARS is a free, eight-year academic program that gets low-income public high school students to and through college. During high school, SEO Scholars provides over 720 hours of rigorous instruction in English and math after school, on Saturday, and over the summer. SEO continues to work with its Scholars through college with comprehensive academic, personal and career support. Our results are unparalleled in the education

nonprofit sector: 100% of SEO Scholars are accepted to four-year colleges, with 95% graduation rates, compared to 21% of similar students nationally. Learn more at www.seoscholars.org, www.facebook.com/SEOScholars

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