



JOB TITLE: Alumni Coordinator

SCHEDULE: Full Time

JOB SUMMARY The Alumni Coordinator contributes to the success of the Cristo Rey Tampa College Counseling Office by collaborating with the Director of College Counseling and key school staff and administration to coordinate the College Access and Success program elements.

- Ensures students meet short, intermediate, and long-term outcomes, including high school graduation, college readiness, college matriculation, and college education completion.

ESSENTIAL DUTIES AND JOB COMPETENCIES:

College counseling: Provides high quality, personalized college, career, and financial aid services to Cristo Rey Tampa High School students

- Ensures students are educated about the college and financial processes to support them in matriculating and persisting in college.
 - Counsels a caseload of high school students on an individual basis providing college advisory services specific to each student's needs and strengths. Helps students create college plans and execute against them.
 - Prepares curriculum and teaches weekly advisory classes for juniors and seniors about the college and financial aid application process
 - Prepares curriculum for a spring course dedicated to preparing students for success in college and the transition to college
 - Provides students and families timely communication, including newsletters/email/phone call updates about upcoming important dates for college/tests/scholarships/workshops, etc.
- COLLEGE

Success/alumni program coordination: Collaborates with the College Counseling team and Cristo Rey Network to create and implement all college success/alumni program elements.

- Creates robust summer programming to ensure that all students matriculate to college.
- Provides ongoing communication and consistent support with current college students (at minimum two contacts per semester), including assistance with financial aid renewals, scholarship opportunities, and school transfers.
- Partners with school staff to identify and address risk factors for college attrition, actively supporting students through the completion of post-secondary education.
- Communicates program goals and supports college students in becoming engaged on campus and in their communities.
- Plans and execute events that facilitate networking and keeps students engaged with CRTSHS data management, organizational collaboration/ learning/ training \
- Utilizes Dell Portal Database & Naviance for consistent and timely data tracking, including up to date contact information, points of service entries, and student assessments

- Tracks progress toward multiple college goals (and other key data) and update President/CEO, Principal, Director of College Counseling, and staff regularly. Collaborates with College Counseling Team to develop programs and address student progress toward outcomes.
- Communicates regularly with the school leadership team about the progress of students toward high school completion, college matriculation, and completion of post-secondary education; collaborates with staff to address specific student needs.
- Gains specific knowledge and skills regarding financial aid and college access and success to collaborate effectively with school staff and work directly with students.
- Provides training to staff regarding the post-secondary education process to aid in our community's ability to work with students toward meeting high school graduation and post-secondary matriculation.
- Participates and represents Cristo Rey Tampa in ongoing organizational training and in the Cristo Rey Network; ensures learning and best practices are communicated
- Uses knowledge gained through working with post-secondary students to help high school staff better position all students to transition to post-secondary school.

Minimum Qualifications.

- Two years of experience in college counseling/higher education, preferably in an urban education setting.
- Strong understanding of the college admission process, financial aid, scholarships and grants, college admissions testing, and navigating campus resources.
- Strong small and larger group facilitation skills.
- Strong organizational and project management skills.
- Ability to work well in a team and communicate effectively with students, parents, teachers, administrators, and universities.
- Holds high expectations for students and self.
- Strong leadership, personal initiative, and problem-solving skills.
- Experience working with low-income, first-generation college students a plus.
- Classroom/curriculum development experience a plus.
- Experience working with databases (i.e., Naviance, ETO, etc.) preferred.

Apply online at <https://www.dosp.org/schools-office/position-openings-2/> through the Diocese of St. Petersburg. Please submit the following documents in one PDF document to the Diocese of St. Petersburg site:

Cover Letter, resume, a list of three professional references (including email and telephone contact information for each reference), and transcripts from undergraduate and graduate education.

Cristo Rey Tampa will not discriminate on the basis of race, color, religion, national or ethnic origin in the hiring of this position. Open until filled.