



Job Posting for: College Access Program Specialist (CAPS)

Reports to Associate Program Director - High Schools

Last Updated February 2024

Job Summary

The site-based College Access Program Specialist (CAPS) promotes college awareness and visibility of postsecondary advisory services to staff, students, and parents while coordinating college and other postsecondary advisory services within their assigned high school or community-based organization (CBO)

Essential Duties and Responsibilities

- Liaise with school faculty/CBO staff, School Improvement Team (SIT), and other school/CBO team members to plan events focused on college access.
- Develop customized advising plans for students utilizing current resources for educational and career options, college admissions processes, and financial aid.
- Provide students with postsecondary related test, college entrance exam and other test preparation resources; assist students with test registration forms and payment coordination.
- Supply and assist students with admissions, financial aid, and scholarship applications including payment coordination.
- Provide information and assist students with completing scholarship applications including outside scholarships and CollegeBound Foundation managed scholarships and grants.
- Evaluate student profiles including academic and extracurricular progress and nominate qualified students for monetary awards/scholarships.
- Conduct group workshops and seminars about the college access process using CollegeBound Foundation advising modules or other appropriate guides.
- Participate in community outreach and education regarding college access.
- Conduct analysis of data associated with college outreach activities, college entrance exams, college applications and financial/scholarship applications.
- Organize and chaperone students on college visits or field trips related to the college access process.
- Serve as student advocate and refer students to relevant resources (school counselors, staff, college departments and/or other outside agencies) as necessary.
- Perform other duties as assigned.

Qualifications

Education and Experience:

- Bachelor's degree required
- Experience working with adolescents preferred

Other:

- Proof COVID-19 vaccination is required for this position
- Valid driver's license required and access to reliable vehicle

Skills:

- Strong written and oral communication skills
- Strong interpersonal skills
- Ability to maintain strict confidentiality in student recordkeeping
- Ability to manage multiple tasks simultaneously
- Ability to work independently and manage time efficiently
- Ability to work autonomously and in a team environment
- Ability to work occasional evening and weekend hours
- Sincere commitment to work collaboratively with all constituent groups including staff, board members, volunteers, donors, program participants, and other supporters
- Demonstrate multicultural competence (including an awareness and understanding of historically underrepresented populations) and maintain a work environment that affirms commitment to diversity, equity, and inclusion
- Experience working with Microsoft Office applications
- **Bilingual Spanish/English preferred**

How and Where to Apply to this Position:

Qualified and interested candidates may apply to this position on Indeed using this link: [CAPS Position Apply Here on Indeed](#)