

Name: _____

Site: _____



TITLE: Teens of Promise (TOPS) College Career and Engagement Coach

SALARY: Range of \$33,500 – \$35,500 commensurate with experience

Location: Position will work at the Boys & Girls Club Fitchburg Administrative Office with frequent travel to colleges and other partners in the Madison and Wisconsin area.

REPORTS TO: AVP, College Persistence and Special Projects (This position will also work very closely in partnership and collaboration with the TOPS Manager, Mentoring and Career Development.)

BACKGROUND:

This position is responsible for two key areas within the TOPS College Success Program (TCSP):

1. Developing and coordinating support for TOPS Scholars around career development. 2. Developing and implementing strategies to re-engage “Stopped-Out” cohorts of TOPS Scholars.

AVID/TOPS is a high school program created by the partnership between Madison Metropolitan School District and the Boys and Girls Club of Dane County (TOPS - Teens of Promise). AVID/TOPS is a rigorous in-school and out-of-school partnership focused on supporting students to develop the writing, inquiry, collaboration, organization and reading skills needed to be college and career ready.

One of the significant aspects of the AVID/TOPS partnership is the TOPS College Success Program (a continuation of AVID/TOPS) and the role of College Coaches, who support AVID/TOPS alum (TOPS Scholars) as they continue to work towards degree completion.

The role of TOPS College Career and Engagement Coach is a new position that was created to support the enhanced and growing needs of the students that we serve as our program model continues to evolve. As it was originally designed, coaching positions were created to support students through degree completion. Today, we have an ever growing population of students that need additional and/or continued support around career development, particularly students who take non-traditional post-secondary routes.

This Coaching position will work in partnership with the AVP of College Persistence and Special Projects as well as the TOPS Manager, Mentoring and Career Development, to continue to develop and lead programming supporting these population of students, while also working collaboratively with the entire College Success team.

Supervises: This position will not have any direct reports at this time.

Major Responsibilities:

Career and Leadership Development (60%)

- Serve as the TOPS College Success Program team point person for student-facing career development services.
- With support from the AVP, College Persistence and Special Projects and the TOPS Manager, Mentoring and Career Development, lead the development and implementation of a comprehensive strategic plan around career development programming for TOPS College Success Program TOPS Scholars.
- Work in collaboration with the TCSP team to locate resources for students from individual caseloads that are in need of career support, while ensuring that there is timely communication between coaches as necessary.
- Meet with TOPS Scholars on campus at partner institutions, individually and in groups, on matters pertaining to career development, internships and job announcements, and other related campus and/or BGDC organizational events.

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- Develop, implement and facilitate career development workshops in partnership with TCSP College coaches and partner institutions per academic semester.
- Address the career development needs of underrepresented populations through partnerships and collaborations with the internal and external program partners; including institutions of higher education, community organizations, and national research and best practices.
- Support TOPS Scholars to understand the intersection of education and career goals, as well as supporting key transitions through goal setting and career mapping activities and support.
- Help develop and identify competencies and expectations for TOPS College Coaches around career development trends, challenges and best practices.
- Develop strategies for relationship building and networking between TCSP and institutional career service departments - specifically at our partner and top feeder institutions.
- Coordinate and assist in program-wide communication efforts to develop and implement direct communication to students about the value of career development, including but not limited to, social media, website, direct emails and presentations/workshops.
- Advise the AVP, College Persistence and Special Projects and the TOPS Manager, Mentoring and Career Development on key decisions related to student-facing Career Services.
- Work in collaboration with the TCSP Team to analyze data and identify trends and themes around students' major and career interests to better inform organizational programming and partnerships.
- Connect students to opportunities and campus services to explore interests and gain experience.
- Collaborate with TOPS Manager, Mentoring and Career Development, to coordinate and coach college interns in the BG CDC internship program.
- Write letters of recommendation when necessary
- Other duties as assigned.

Postsecondary Support (40%)

- Provide individualized coaching, mentoring and support to all TOPS scholars who have received a degree (Certificate, Associates, Bachelors and/or Master's), and are labeled as "graduates" through continued contact to encourage continued program engagement, further enrollment and/or degree completion, while addressing personal and academic barriers as they arise.
- Use innovative methods and media to connect with and re-engage "stopped-out" and harder to reach students, including but not limited to: their high school AVID staff, TOPS Student Coordinators, family members, peers, college and university staff, email, phone, social media, and visits.
- Share, connect, and support "stopped-out" students with post-secondary options including: re-enrollment resources/tools, internship and job opportunities, and community engagement and leadership opportunities - especially for those considering non-traditional paths.
- Assist TOPS Scholars with implementation of non-cognitive skills (time management, organization, and self-advocacy) to balance academic, personal and professional life.
- Track student data, including but not limited to enrollment rate, major choice, financial gaps, challenges faced, and campus engagement. Keep detailed case notes for each student and interaction. Utilize data to refine programming and coordinate with high school and college partners

Qualifications:

- Bachelor level degree in education, social sciences, or related field preferred. Priority consideration for candidates with Master's level in Education strongly preferred.
- Demonstrated understanding of career services targeting college aged students and post-high school graduates.
- Demonstrated effectiveness working in a decentralized organizational environment, leading from a collaborative and facilitative vantage point.
- Demonstrated understanding of student career development and/or career development theories across the post-secondary transition span.
- Demonstrated experience with public speaking and group facilitation.
- Experience working in collaboration and partnership with internal and external entities.
- Ability to relate well to people of all ages from diverse ethnic, cultural and economic backgrounds.
- Ability to work well independently and in a collaborative team environment.
- Strong oral and written communication, organizational and event planning skills.

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- Proficient in MS Word, Excel, and PowerPoint, Outlook, Social media, and Google Drive.
- Ability and willingness to work occasional evening and/or weekend hours as needed.
- Reliable vehicle needed along with valid driver's license, and proof of auto insurance.

Benefits:

- Health insurance (after 90 days)
- Dental insurance (after 90 days)
- 401K Plan (after one year of employment)

How to Apply:

Human Resources
Boys & Girls Club of Dane County
Attn: Glenna Scholle-Malone
5936 Seminole Court Center
Fitchburg, WI 53711

Application Deadline: April 15, 2019