



**BOYS & GIRLS CLUB**  
OF DANE COUNTY  
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**OPEN POSITION ANNOUNCEMENT**

**Position:** Teens of Promise (TOPS) College Transition Coach - Madison College

**Starting Salary:** Range of \$30,000 – 35,000 commensurate with experience

**Location:** Position will work at the Boys and Girls Club Administrative Building with frequent travel to Madison College in Wisconsin and occasionally the four Madison high schools

**Reports to:** AVP of College Persistence and Special Projects

**Background:**

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 role of the TOPS College Success Coach, who supports AVID/TOPS alum (TOPS Scholars) as they pursue their college degree. This Coach works collaboratively with the entire College Success team as well as the High School TOPS staff. This Coach also forms relationships with college campus staff in order to ensure students are successful in college.

**Purpose of Position:**

**This position is responsible for building relationships with TOPS Scholars (graduates of the AVID/TOPS high school program) who are college enrolled. This role specifically focuses on students in their first or second years post-high school graduation at Madison College, with the support of the Madison College Success Coach who supports students beyond their second year. The College Transition Coach connects students to the resources needed to their persistence to a college degree. The position also works closely with our Madison College partners and other campus staff to facilitate transition from high school to Madison College. Working collaboratively with student services staff on college campuses and being familiar with campus processes and services is key in this role.**

**Major Responsibilities:**

**Planning for Postsecondary Success (30%)**

- During the academic year, collaborate with TOPS Transition Coach, Enrollment Coach, and TOPS Coordinators to provide transition support for graduating seniors (especially those planning to attend Madison College). This ranges from application support and fee waivers, to support with Madison College specific Advising and Registration days, and speaking to students about the unique experiences available to TOPS students at Madison College.
- Support Madison College Academic Advisors with pre-enrollment and registration, including FAFSA (for eligible students) Scholars of Promise applications and deadlines, and any other necessary documents.
- During the summer, conduct outreach to currently enrolled TOPS Scholars and TOPS Scholars who may be considering re-enrolling in college in the coming academic year.

- Collaborate with College Success team Coaches with the development and implementation of Signature Events: Summer Transition Conference, Winter Reunion, Enroll in College Day.

### **Postsecondary Support (70%)**

- Collaborate with the Success Coach to establish relationships with TOPS Scholars at Madison College
- Conduct programming initiatives around key dates to support enrollment, retention/persistence and graduation. Program initiatives include but are not limited to: 1) college attendance, 2) textbook purchase, 3) paying off tuition bill, 4) studying for finals, 4) class registration, and 5) FAFSA completion
- Provide coaching, mentoring and support through continued contact and semester meetings to encourage continued enrollment, address personal and academic barriers, and prepare for school transfer
- Collaborate with Madison College to provide TOPS Scholars with programming of non-cognitive skills (time management, organization, self-advocacy) to balance academic, personal and professional life
- Use innovative methods and media to connect with 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, and social media, and visits
- Coordinate with campus staff and students to organize and promote helpful on campus academic and social programming
- Collaborate, plan and implement social events that bring TOPS Scholars together
- Connect students to helpful resources on campus such as: academic advising, transfer advising, financial aid, tutoring, clubs and organizations, and more.
- Track and collect 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. Develop monthly data reports on student progress.
- Work with the TOPS team at Madison College to advocate for student needs and representation in campus programming and opportunities and to ensure programming meets the needs of TOPS students.

### **Qualifications:**

- Bachelor level degree in education, social sciences, or related field required.
- Experience working within or partnering with higher education institutions preferred
- Experience in program management and development managing large caseloads, preferably with a minimum of two years of direct service with college-age students
- Ability to relate well to people of all ages from diverse ethnic, cultural and economic backgrounds
- Ability to create and maintain close and positive working relationships with the college and university community including administrators and students
- Ability to work well independently and in a collaborative team environment
- Strong oral and written communication, organizational and event planning skills
- Proficient in MS Word, Excel, and PowerPoint, Outlook, Social media, and Google Drive

Preferred experience with Quickbase software but not required

- 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)

## **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume, cover letter, salary history, and three personal references** via mail or email by **September 27, 2019**.

Boys & Girls Club of Dane County  
C/O

**ATTN: Glenna Scholle-Malone, AVP, College Persistence and Special Projects**

5936 Seminole Court Suite 203

Fitchburg, WI 53711

Email: [gscholle-malone@bgcdc.org](mailto:gscholle-malone@bgcdc.org)