

Name: _____

Site: _____



TITLE: Teens of Promise (TOPS) College Transition Coach – Madison College

JOB TYPE: Full time

REPORTS TO: Assistant Vice President, College Persistence and Special Projects

SALARY: Range of \$30,000 – \$35,000 commensurate with experience

BACKGROUND:

The Boys & Girls Club of Dane County (BGCDC) supports students in school-based programming from middle school to high school to college and the transition to career or graduate school. The flagship partnership is the AVID/TOPS program in partnership with the Madison Metropolitan School District (MMSD). AVID/TOPS is a high-intensity, 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.

The TOPS College Success Program (TCSP) was created as a pipeline program to support AVID/TOPS alum (TOPS Scholars) as they transition to college, and other post-secondary options, to prepare them for post-secondary and career success beyond high school completion. TCSP Coaches are assigned specific caseloads of TOPS Scholars, and work closely with each student to connect them with resources needed to ensure that they successfully persist through and earn a post-secondary degree, and/or find post-secondary career options.

PURPOSE OF POSITION:

This coaching position is responsible for building relationships with AVID/TOPS high school graduates who are (or who were ever) enrolled at Madison College. As our TOPS College Success top feeder institution, this person will be responsible for our Madison College caseloads, specifically for students that are in their second year or later in their college journey. The College Success Coach, in partnership with the Madison College TOPS Team will help students focus on their success from their transition from their first year of college, through completion. This position works on campus at Madison College a minimum of three days a week and ensures that students are connected to the individual resources needed that will increase their persistence in obtaining a post-secondary degree, as well as support students interested in earning their Associates Degree, and/or transferring to a four year institution. Working collaboratively with the TOPS Team at Madison College and being familiar with campus services and processes unique to Madison College and our formal partnership is key in this role. This is a total caseload of roughly 134 students.

Additionally, this position is responsible for the case management of our TCSP “unenrolled” TOPS Scholars from Madison College. Unenrolled students refer to students that are not currently enrolled, but have been enrolled at Madison College at some point within 3 academic semesters. This position will work to develop and implement strategies to not only re-engage students to the program, but ultimately support students to re-enroll into a post-secondary option.

SUPERVISES:

This position does not currently supervise any direct staff.

PRIMARY FUNCTIONS

This position provides critical leadership to two areas within the TOPS College Success Program of the Education Department at the Boys & Girls Club of Dane County:

- Case Management of all Madison College TOPS Scholars that are in their second year or more of their college career (including unenrolled students on case-load). (70%)
- Leading the coordination and planning of TCSP Major Events (20%)

Name: _____

Site: _____

- Caseload data tracking and analysis (10%)

ESSENTIAL DUTIES & RESPONSIBILITIES:

College Success Coach - Madison College:

- Work in partnership with the TOPS College Transition Coach - Madison College to identify, support and build relationships with transitioning first year students that are enrolled in Madison College for successful caseload transfers.
- Provide coaching, mentoring and support through continued contact and semester meetings to encourage continued enrollment, address personal and academic barriers, and prepare for college completion.
- 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
- Work in collaboration with the TOPS Coordinator at Madison College to plan and execute social events twice a semester on campus to build community and culture.
- Collaborate and partner with Scholars of Promise of Madison College to support students enrolled in the program.
- Collaborate with the appropriate Madison College departments and student services to establish partnerships that will enhance the academic, social and emotional and personal development and success of students.
- Attend bi-weekly TOPS Team meetings, as well as weekly TCSP team meetings.
- Connect students to helpful resources on campus such as: academic advising, transfer advising, financial aid, tutoring, clubs and organizations, and preparation for graduate/professional school
- 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.
- In collaboration with campus resources and the TOPS College Career and Engagement Coach to support students career exploration and internship and job opportunities.

Event Planning:

- Lead the planning and execution of all TCSP major events ensuring that all tasks are delegated and completed in a timely fashion for successful event management in partnership and collaboration with the TCSP team.
- Work in partnership with the Boys and Girls Clubs Development Department to ensure open communication and collaboration while planning major events.
- Lead the distribution of post-event evaluations and debriefs to identify/recommended future changes/enhancements.

Data:

- 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.

Additional Responsibilities:

Work in collaboration with College Success team Coaches in sharing best practices and other professional development opportunities.

- Support other events and programming (as appropriate) at Madison College.
- Attend meetings and/or other committees as requested.

Name: _____

Site: _____

- Some weekends and evening will be required.

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 **Friday, September 27, 2019**.

How to Apply:

Human Resources

Boys & Girls Club of Dane County

Attn: Ms. Glenna Scholle-Malone, AVP College Persistence and Special Projects

1818 Beltline Hwy

Madison, WI 53713

gscholle-malone@bgcdc.org