



**Job Title** - Manager of College Persistence and Advising

**Location** - Charlotte, NC. Basis in Charlotte is required. Flexibility for work from home provided after 90 day review. Some travel to local universities will be required.

**Position Type & Compensation:** Full time, salaried. \$60,000 with \$4,020 benefits for healthcare / retirement. GenOne supports healthcare search through the ACA. Requires evenings and weekend work hours. Flexing time is allowed with supervisor approval. Mileage reimbursement is offered.

### **About GenOne**

GenOne partners with talented, first-generation students from underserved communities, helping them successfully navigate to and through college.

### **About the Position**

GenOne's Manager of College Persistence and Advising will work closely with students and their families to support them getting into and through college K12-16. The ideal candidate will possess excellent, up-to-date working knowledge of the North Carolina college system. They will excel at relationship building with students and adults, have strong attention to detail to track multiple detail oriented processes, possess excellent project management skills, and have schedule flexibility to meet with college students while working in a fast-paced, non-profit environment.

First, this position involves College Persistence. They will build GenOne's Persistence curriculum by researching best practices in the industry, conducting needs assessments with GenOne Scholars, and partnering with other community based organizations as well as colleges, universities and workforce partners. The curriculum will include virtual programs, in person programs and 1:1 check ins with Scholars. Second, this position will involve co-partnership with College Advising programs to support seniors as they transition into college.

### **Qualifications and Education**

- Bachelor's degree required
- Minimum two years experience in higher education, college advising/counseling, or college access work
- A passion for working with and promoting middle, high school and college students from underrepresented backgrounds
- The following skillsets are must-haves:
  - **Entrepreneurial and resourceful:** Able to “build the plane while flying it,” consistently overcoming challenges and leveraging resources to creatively solve problems. Proposes solutions to issues without much guidance (but isn't afraid to ask questions). Proactively asks for help, anticipates problems, and course-corrects where needed.
  - **Relationship building:** Displays a track record of transformative relationships with students and adults. An excellent listener who seeks first to understand, and can offer empathetic guidance to youth.
  - **Highly organized and detail oriented:** Has, or can create, a system for keeping tasks from slipping through the cracks. Displays ability to organize multiple highly detailed processes
  - **Excellent project management:** Can manage a high volume of work with efficiency. Able to prioritize effectively and juggle competing demands without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed.



- **Collaborative team player:** Willing and able to assist others as required or requested, even if the task falls outside their job description. Willing to partner with other team members to execute the GenOne mission.
- Candidate must also be self motivated with abilities to
  - Track data using spreadsheets
  - Prepare presentations and coordinate programs / events
  - Execute excellent written and verbal communication skills
- Working knowledge of Google docs, sheets, and slides or equivalent Microsoft products

## **Major Roles and Responsibilities**

### **College Persistence (~50% of Time)**

#### *Caseload Management and Individualized Follow-Up*

- Manage a caseload of ~50 Scholars. Conduct and document 1:1 monthly, individual check-ins with each Scholar, keeping track of major goals and outcomes
- Help Scholars navigate the resources available on their campus and get connected to first generation or affinity support groups; follow-up to ensure Scholars follow through
- Use ASICS survey framework to evaluate needs and GenOne program progress

#### *College Persistence Curriculum & Workshops*

- Build upon GenOne's research-based college persistence curriculum including goals, holistic topics to cover by year, and program evaluations (pre-and-post assessments)
- Utilize the curriculum to host engaging persistence workshops each quarter (includes in-person reunions) and monthly 1:1s
- Create Persistence "nudge campaigns" via Remind (text) for major reminders and persistence tips (Ex: re-filing FAFSA, scholarship renewals, etc)
- Build a shared resource bank for Scholars to know what support is available on and off their campus'

#### *Workforce Development Curriculum & Corporate Partnerships*

- Equip Scholars with the tools, skills, knowledge, resources and opportunities necessary for success in internship and job searches through persistence curriculum
- Cultivate and grow the Credit Karma partnership. Annually recruit 10-15 GenOne Scholars to their unique pathfinders summer internship program
- Continue developing relationships with other corporate and non-profit partners (GardHouse) to get 80% of Scholars connected to volunteer, internship and job shadowing opportunities each year
- Ensure Scholars follow through on major internship deadlines and offerings

### **College Advising (~40% of Time)**

#### *Experience & Workshop Co-Ownership*

- Co-lead GenOne's development and implementation of monthly junior and senior cohort programs in partnership with the Director of College Advising
- Co-plan and execute college tours for GenOne Scholars. At times, support GenOne as a chaperone on other experiences as needed



#### *College Transition*

- Lead rising first year college students for a successful transition, and offer extensive support in the scholarship and enrollment processes. Plan and Execute GenOne's Summer Bridge Program

#### *Other Programs*

- Provide co-leadership for College Advising at GenOne After School Clubs with support from GenOne's College Preparation Program Manager
- Support GenOne's Director of College Advising in hosting ACT/SAT prep course(s)
- Lead and manage the coordination of GenOne's Summer College Application & Essay Writing Bootcamp in partnership with the Director of College Advising

#### **Other Details (~10% of time)**

- Data entrance, collection, maintenance, analysis, evaluation and reporting is required for all areas
- Work outside normal office hours when required to include evenings and weekends
- Other duties and projects as assigned to achieve the mission of GenOne

**Reports To:** Director of College Advising (Advising) and Executive Director (Persistence)

**Compensation:** This is a full-time exempt position based in Charlotte, NC. GenOne offers a competitive salary. The Director of College Advising reports to the Executive Director, who reports to the Board of Directors. GenOne is an equal opportunity employer and will consider all applicants without regard to race, color, creed, religion, age, sexual orientation, gender identity, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.

**Contact:** Ian Joyce, Executive Director, [ian.joyce@genoneclt.org](mailto:ian.joyce@genoneclt.org)

**Apply:** Please submit a resume to Ian Joyce via email [or LinkedIn](#). In your email, please include 3-5 sentences about why you want to work at GenOne and why you would be a good fit for the position.



GenOne  
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