



Baton Rouge Youth Coalition (BRYC)
 Position: College Success Coordinator



Days / Hours of Service

The College Success Coordinator (CSC) will work Monday through Thursday, 10:00am-8:00pm. We will occasionally but rarely ask the CSC to work on a weekend in the case that we host a special event, program, or trip. In those cases, we will compensate the employee with an appropriate amount of time off. BRYC proudly offers its staff members eight paid holidays, two weeks of paid vacation in late December/early January, and ten paid vacation days that can be used when programs are not taking place.

Member Immediate Supervisor

Name: LaShawn Robertson

Days / Hours of Service: Monday-Thursday – 10am-8pm

Member Immediate Supervisor Title: Managing Director of College Programs **Zip Code:** 70802

Host Site Agency Name & Complete Address of Host Site Location(s) **Website:** www.thebryc.org

Partner Organization Name: Baton Rouge Youth Coalition (BRYC)

Address: 460 N. 11th Street **City:** Baton Rouge, LA

Organization/Agency Mission and/or Goals

The Baton Rouge Youth Coalition (BRYC) prepares high-achieving, under-resourced high school students to enter, excel in, and graduate from college so they can become full participants in society. BRYC’s main goals are to ensure that 1) 97%+ of Senior Fellows get into the four-year colleges of their choice with responsible payment plans, 2) 80%+ of program graduates earn bachelor’s degrees in six years, and 3) 80%+ of Alumni secure jobs or graduate school admission within six months of college graduation.

Program Mission and/or Goals

The CSC will work on BRYC’s College Matriculation and Persistence Team along with BRYC’s Managing Director of College Programs, Associate Director of College Programs, Director of Persistence, and Executive Director. This team will focus on achieving the following goals:

1. 97%+ of the 100 members of BRYC’s Class of 2019 will have the option to enter a four-year college with a responsible payment plan
2. 80%+ of BRYC College Fellows will graduate to the next grade or from college
3. BRYC has updated contact and educational data for 90%+ of College Fellows and Alumni
4. 80%+ of BRYC College Fellows and Alumni are connected to BRYC through social media, volunteerism, and/or communication with staff and/or high school Fellows

Community Need

Many low-income students in our city are capable of graduating from college and returning to our city as leaders and innovators. But they receive little support. East Baton Rouge’s average counselor-to-student ratio is about 300:1. If the most qualified counselors focused exclusively on college advising instead of also assisting with scheduling, testing, and personal guidance, they would still find it impossible to offer the support even their most driven low-income students need to enter college. There is a misconception that if low-income students perform well academically and make good choices, they will certainly attain college success. This is true for students from educated, affluent families, but it underestimates resource

gaps that cause 89% of low-income students nationally to drop out of college. BRYC identifies promising teens on the margins and helps them realize college success. Each year, we send at least 97% of our Senior Fellows to four-year colleges with responsible payment plans, and historically, more than 80% remain on track to bachelor's degrees.

Member Position Summary

The CSC's responsibilities will fit in three main realms. As is true of all BRYC staff members, she or he will also have a number of secondary, but critical, responsibilities.

- **Realm 1: College Counseling Support** – The CSC will build and maintain online systems that will enable BRYC to efficiently review and pay for hundreds of college admissions, scholarship, financial aid, and college transition forms and applications throughout the school year. The CSC will also maintain a hub of online resources for BRYC Senior Fellows to access. In this realm, the CSC's goal is to create and institutionalize online processes and infrastructure (e.g. forms, etc.) that eliminate bottlenecks and free our two Directors of College Programs to focus on supporting the Fellows in their cohorts.
- **Realm 2: College Data Collection Support** – The CSC will build and maintain online systems that will enable BRYC to collect up-to-date data on Senior Fellows, College Fellows, and Alumni and ensure that this data is properly tracked in BRYC's customer relationships management system. In this realm, the CSC's goal is to create and institutionalize online processes and infrastructure through which BRYC can end the year with its desired college data sets.
- **Realm 3: Communications** – The CSC will support BRYC's College Matriculation and Persistence Team by engaging social media and other communications strategies to stay connected with Senior Fellows, College Fellows, and Alumni. In this realm, the CSC's goal is to help the members of BRYC's College Matriculation and Persistence Team keep 80%+ of Senior Fellows, College Fellows, and Alumni stay connected to BRYC.
- **Realm 4: Secondary Responsibilities** – All BRYC staff members must have an "all hands on deck" approach to our work. That is, they must be willing to provide support outside their core roles. The CSC will be asked to provide support with projects outside his/her main job scope, including but not limited to:
 - Supporting with College Mentor communication and coordination
 - Supporting staff members with end-of-semester grade collection
 - Engaging with programs that interest the CSC and generally being supportive to Fellows
 - Supporting with miscellaneous program and operational issues that arise unexpectedly

Necessary Training or Training Plan to be implemented prior to Member Placement

When the CSC arrives at BRYC, we will put them through a brief onboarding process during which they will learn about BRYC's history, results, current programs, core values, and culture. The Managing Director of College Programs will train the CSC around our current needs and goals for the development of online systems that support Fellow application and payment submission, Fellow access to BRYC's online college resources, and college data collection. The Director of Persistence will train the CSC around BRYC's communication and social media systems, especially as they relate to communicating with College Fellows and Alumni.

Member Impact

The CSC's realms of responsibility are essential to BRYC's success. If they are effective, their contributions have the potential to enhance BRYC's programmatic success considerably. On the other hand, a lack of effectiveness in these realms has the potential to hinder BRYC's production and progress.

- **Realm 1: College Counseling Support:** Implementation of effective online processes for college process-related

application and payment submission will eliminate staff, Fellow, and volunteer confusion through standardization. Most importantly, it will free BRYC's Directors of College Programs to focus their time on supporting Fellows. Finally, the creation and maintenance of a college process-related online BRYC resource hub will give Senior Fellows and their College Mentors access to tools that will help them enter college with responsible payment plans.

- **Realm 2: College Data Collection Support:** Data collection and analysis is vital to any thriving organization or program. Collecting and analyzing a robust quality and quantity of data takes considerable time. If the CSC is effective in building streamlined online systems for data collection, it will save precious time, build organizational capacity in this key area, and best of all, make it easier for staff to make thoughtful, data-backed decisions for future program refinement.
- **Realm 3: Communications:** BRYC's College Matriculation and Persistence Team has a tall order: to consistently communicate effectively with more than 300 high school seniors, college students, and college graduates, as well as 100 College Mentors. If the CSC is effective, they will play a critical role in broadening BRYC's strategic communications reach, ultimately enabling us to better serve the Fellows in our program. Additionally, they will assist with College Mentor coordination, freeing up the Directors of College Counseling to exercise their expertise.

Essential Functions of Position

Reporting to the Managing Director of College Programs, the College Success Coordinator will work toward the following outcomes:

- **Realm 1: College Counseling Support**
 - Build and maintain online systems for a high volume of application review/submission and payment requests
 - Build and maintain a web-based hub for college process-related resources
- **Realm 2: College Data Collection Support**
 - Build and maintain online systems to collect data from Senior Fellows, College Fellows, Alumni, and College Mentors
 - Ensure data is properly tracked in BRYC's customer relationships management system
 - Effectively display key college matriculation and persistence data throughout BRYC
- **Realm 3: Communications**
 - Assist the Directors of College Programs and Director of Persistence in launching and sustaining social media campaigns to keep students connected
 - Utilize email, text messaging, and calls to connect individually with students as needed
 - Help identify new and more effective communication platforms and strategies

Required Knowledge, Skills, and Abilities:

The College Success Coordinator should:

- Have an uncommon work ethic
- Have high comfort with Internet technology, particularly Google Drive and related Cloud platforms
- Have comfort with Word Press or similar platforms for website development
- Be proficient with MS Word, MS Excel, and DropBox
- Demonstrate strong follow-through, responsiveness, and timeliness

- Demonstrate strong organizational skills and attention to detail
- Be able to manage simultaneous projects
- Possess a “can do,” team-oriented attitude, and a willingness to put service above self

Required Academic and Experience Qualifications:

The College Success Coordinator should hold a bachelor’s degree at minimum.