



# FRIENDS OF WHEELS

MAKING COLLEGE GRADUATION A REALITY

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**Organization:** Friends of WHEELS ([www.friendsofwheels.org](http://www.friendsofwheels.org))

**Role:** Alumni Counselor

**Start Date:** September 7th, 2021

As the Alumni Counselor, you will support young alumni to ensure that they have the tools, resources and support they need to persist through their chosen post-secondary pathway. The Alumni Counselor is an integral part of our Postsecondary Pathways team and will work closely with both the Lead College Counselor, College Counselor and the Director of Postsecondary Pathways.

## Program Roles/Responsibilities

- Manage a caseload of approximately 200 recent alumni, utilizing texting platform, email updates and 1:1 meetings
- Conduct local campus visits to NYC based college campuses
- Manage social media promotion of alumni programming and events
- Facilitate college preparation workshops and group counseling sessions for seniors, including supporting “College Readiness” course and providing matriculation support
- Help coordinate college application workshops and resources for for students and parents, including college application days (CUNY, SUNY, private) and financial aid nights for families
- Manage data collection on Naviance, Enroll and other data systems tracking student records, including providing regular updates to the team
- Support partnership development with colleges and universities, particularly with support programs that enroll alumni
- Spearhead organizing virtual alumni college tours for high school students and serve as a chaperone for overnight college trips as needed
- Deepen our team expertise in pro-pathways, including finding credible certificate and trade programs, service years, and gap year options
- Collaborate with Director of Postsecondary Pathways to launch near-peer advisement model for alumni, and support with training, support and supervision
- Coordinate efforts, in collaboration with the Alumni Advisory Board and Research and Evaluation partner, to identify key metrics for alumni thriving, aligned with measuring alumni persistence and completion outcomes, through Enroll database
- Support with planning and staffing alumni events
- Participate in CACNY, NYSACAC, CUNY/Graduate NYC Network for College Success (N4CS) and other key coalitions and networks related to our work and this role

## Skills/Qualifications

- Spanish language fluency preferred
- Subject matter expertise, with interest and emerging understanding and experience in the college access space
- Proven ability to use and analyze data, both quantitative and qualitative, to measure program effectiveness on a daily/weekly basis to drive continuous improvement
- Passionate about supporting low-income, first generation students in finding their passion and realizing their versions of success
- Analytical skills, critical thinking and problem solving



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- Excellent written and oral communication skills
- Hard worker with ability to manage multiple tasks in fast-paced environment
- Desire to innovate and iterate
- Demonstrated leader
- Committed to anti-racism and equity practices to in theory, action and principal

## **Experience and Education**

- Bachelor Degree required
- Experience working in a high school or college setting or with high school or college aged students (or similar demographic)
- Experience with data management and analysis
- Experience with project management

**To apply, submit your resume and cover letter to [fow@wheelsnyc.org](mailto:fow@wheelsnyc.org), with preferred due date of July 30th.**

*People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Friends of WHEELS is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Friends of WHEELS is an equal opportunity employer and does not discriminate in its employment decisions, in accordance with state and federal law.*