



## **College Student Success Coordinator**

### **Overview of Organization**

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to [www.njleep.org](http://www.njleep.org).

The salary range for this position starts at \$50,000, and NJ LEEP offers a competitive benefits package for full-time employees.

### **Title & Position Summary**

The College Student Success Coordinator will build relationships with NJ LEEP College-Bound Program alumni to support them during their college experience and as they transition into their career. In this role, you will support the College Student Success Manager to design and implement group and individual programming for college students, as well as create and build relationships with pertinent college/university staff to better connect our students with the support services located in their schools.

As an NJ LEEP employee, you will model commitment to the values of diversity, equity, inclusion, and justice. You will also play an active role in NJ LEEP's anti-racism work to further the organization's mission. You will be expected to handle sensitive information with professionalism and diplomacy. As a team member, you must display a professional and positive attitude and contribute to a positive staff dynamic.

### **Responsibilities**

- Maintain regular and consistent contact with assigned student caseload including face-to-face meetings with students in office and/or on campus
- Provide students with academic and other supports (including class selection, financial aid renewal, and academic appeals) and assist students in advocating for themselves to college staff and accessing other helpful college resources
- With College Student Success Manager, plan and implement workshops for NJ LEEP college students on career readiness topics
- Collect, track, and monitor all relevant student data, including transcripts, current contact information, course selection of students, and more, to ensure progress towards 4-year graduation and career goals
- Provide feedback to students on internship, job, and graduate school application materials when requested by students

- Lead after-school instruction for spring-semester high school seniors, focused on transition from high school to college
- Other duties as assigned

**Minimum Experience and Qualifications**

- Bachelor's degree, or associate's degree and at least two years of relevant work experience
- Excellent written, verbal, and interpersonal communication skills
- Ability to travel frequently throughout the year

**Preferred Experience and Qualifications**

- Experience in college career services
- Experience with or knowledge in advising, supporting and retaining college students
- Experience using various communication tools including social media

**Equipment:**

- Computer and other office equipment

**Work Environment:**

- Traditional Office/Classroom Environment
- Travel to college campuses

**Physical Effort:**

- Sedentary, with some travel

**Application Instructions**

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applicants are strongly encouraged to apply as soon as possible.

Due to the volume of applications, only applicants selected for an interview will receive a response.

*NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.*