



College Access Manager

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.

The salary range for this position starts at \$60,000, and NJ LEEP offers a competitive benefits package for full-time employees.

Title & Position Summary

The College Access Manager will report to the Director of College Access and Success and will be the lead instructor for academic-year and summer college preparation classes, leading high school juniors and seniors through the College Access Program (CAP), and will take the lead in providing support and resources for our youth to better prepare them for the transition to college. We are currently in the process of a new strategic plan to expand our services in this area and this role has the potential to grow within the next couple of years.

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. While supporting students and their families, you will also 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

- Co-lead instruction of yearlong CAPSTONE classes for high school juniors and seniors with Director of College Access and Success
- Guide students through all aspects of the college search and application process, including managing the student scholarship application process and all financial aid applications
- Track and analyze data (including student attendance, college application submission, financial aid, and scholarships)
- Communicate with college admissions officers and local school counselors
- Create and implement instruction of content to infuse college-going culture in grades 9-11, including planning college tours and visits
- Other duties as assigned

Minimum Experience & Qualifications

- Bachelor's Degree
- Strong writing, proofreading and editing skills, with meticulous attention to detail
- Ability to build and maintain strong relationships
- Experience leading and facilitating groups of students
- Must be able to work evenings and some weekends in the fall

Preferred Experience & Qualifications

- Experience with program management
- Experience leading and/or facilitating groups of high school or college students

Equipment

- Computer and other office equipment

Work Environment

- Traditional Office/Classroom Environment

Physical Effort

- Sedentary

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.