

College and Career Coordinator

Position Type:

Miscellaneous

Location:

Platt and Maloney High Schools

Date Available:

August 13, 2018

Responsibilities include, but are not limited to:

The College and Career Coordinator will assist students, families, school counselors, teachers and administrators in identifying students' strengths, interests and abilities in order to make educated and informed career and post-secondary decisions.

The CC Coordinator will lead the implementation of school and district campaigns to promote college access, enrollment, including but not limited to college application campaigns, FAFSA completion campaigns, Senior Signing Day, 10th Grade College Visits and Summer Bridge Program for incoming seniors.

The CC Coordinator will assist in the development of Career Programming including but not limited to; Naviance exploration, apprenticeships, field trips, lunch and learn presentations, classroom activities, and the MxCC CCP Program to support and guide students and families to have a better understanding of post-secondary options.

The CC Coordinator will lead the collection and analysis of student data for school staff including but not limited to College and Career Task Force and Supervisor of Data Integration and Post-Secondary Planning. In addition, this position will build and maintain relationships with families, higher education partners, and local businesses for continued development of the Meriden CCR programming. The CC Coordinator will complete other duties as assigned by supervisor.

Qualifications:

Applicants should have prior experience and knowledge of College and Career Readiness programming and strategies. Deep understanding of college admissions, strong organizational and project management skills. Excellent computer skills; PowerPoint, Google Suite, Excel and Naviance.

Hourly Rate:

*Salary is commensurate with experience

35 hours per week; up to 25 additional hours per month; 10 summer days to be determined based on programming; up to 4 evening events per quarter