

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable and support Central Ohio students as they pursue and complete a college education. IKIC achieves its mission by providing the materials, financial support, mentoring, and counseling services needed to help students overcome barriers and achieve their college dreams.

Position Summary:

The Campus Success Coach works with GEAR UP students to assist them in transitioning from their respective high schools to their chosen postsecondary institution. The Campus Success Coach helps GEAR UP students enroll in, persist with, and graduate from a postsecondary institution, ultimately earning themselves a postsecondary certificate or degree. The Campus Success Coach will work with students primarily in grades 12 and beyond. The Campus Success Coach will work virtually and in-person.

Position Reports to:

Assistant Director of GEAR Up

Essential Duties and Responsibilities:

- Support at the GEAR UP High Schools: Reynoldsburg High School and Mansfield Senior High School
 - Provide support and coordination for GEAR UP College Signing Day Programming
 - Provide GEAR UP Scholarship program support to students and families
 - Implement activities and services that will reduce Summer Melt
 - Support site parent and community engagement programs and activities
- Support at the campus- provide group and individual services to students at assigned institutions. These services include:
 - Assist students with career and college goals
 - Guide students through the financial aid process, including: assistance with FAFSA completion, advocating for those with special circumstances, reviewing the SAR, interpreting college financial aid award letters, assisting with verification, and helping students with any other necessary paperwork
 - Promote scholarship opportunities and encouraging students to research and apply for applicable scholarship opportunities
 - Assist students with increasing personal advocacy
 - Collaborate with campus contacts (i.e. financial aid, advising, and TRIO programs)
 - Serve as a student advocate when appropriate
 - Refer students to other services, such as campus advisors and counseling staff, institution staff, college departments, and other agencies for assistance in areas outside of the GEAR UP staff responsibilities if deemed necessary
 - Track all services by accurately entering demographic information, contacts, and notes into the student database. Adhere to strict confidentiality in student record keeping.
 - Establish ways to connect with GEAR UP Scholars including using social media platforms
- § Attend all required GEAR UP Ohio trainings
- Perform other duties as assigned

Qualifications:

- Bachelor's degree required with experience in education, counseling, college access or related field
- Ability to effectively communicate and embed I Know I Can's mission throughout schools served
- Experience working with adolescents; teaching certificate and/or experience a plus
- Strong communication and interpersonal skills
- Ability to work autonomously and in a team environment with a collaborative focus
- Familiarity with using a laptop computer and regular use of the Internet, as well as Microsoft Office (Word, Excel, Outlook), and ability to enter data in a student database
- Availability and willingness to work occasional evening and weekend hours
- Ability to provide own transportation or independently arrange transportation to multiple locations
- Ability to carry up to 10 pounds daily, consisting of a laptop computer and other advising materials.

Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."

Interested candidates should send cover letter and resume to:

Kim Scott, Chief Administrative Officer
employment@iknowican.org