

Oversee the day-to-day coordination of Center programming and services.

Primary objectives:

- Assist a diverse body of students to understand and navigate transition to postsecondary education and career training programs.
- Provide ongoing leadership and guidance to part-time advising staff.
- Lead Center programming efforts.
- Utilize educational database software to inform and enhance delivery of student services. Participate in marketing activities.
- Maintain accurate documentation.
- Maintain facility physical space.

Specific responsibilities:

- Advise a diverse body of students on: Post-secondary education opportunities, transitions, and career plans
- Making appropriate class and activity choices according to academic requirements and personal goals
- Guide students in completing college, financial aid, and scholarship applications, including providing editing support on essays.
- Assist students with resume writing.
- Develop and facilitate college preparation and planning workshops to educate student groups on academic and career choices and opportunities.
- Maintain a strong working knowledge of:
 - Programs and supports available to students from specific underserved populations (i.e., young parents, undocumented students, students with disabilities, etc.)
 - Current scholarships, grants and other financial aid opportunities
 - FAFSA policies and procedures
 - Web-based college and career resources and tools, especially those contracted through MPS Privacy guidelines and ethical practices as related to mission of Centers and Site Coordinator position
- Identify student support needs and refer them as appropriate to:
 - Supportive academic services
 - Statewide pre-college and TRIO programs
 - Other community and campus resources
- Serve as a liaison between students and college Admissions and Financial Aid departments, as well as other entities.
- Follow mandated reporting protocols as required for all MPS employees.
- Train, mentor, and provide ongoing support to part-time Advising staff.
- Serve as a liaison between Center staff and Program Coordinator.
- Utilize Atrium software to communicate with staff and to delegate projects and activities as appropriate.
- Participate in a wide range of promotional and marketing activities, including social and print media, tabling events, and phone/email campaigns.
- Maintain detailed and accurate records of students served and demographics in compliance with funding regulations.
- Use ESIS and Data Warehouse management systems to obtain information about MPS students

- necessary to inform services.
- Ensure confidentiality of student files and records. Monitor facilities for cleanliness and physical integrity; clean/straighten Center as needed; take out trash and recycling; report any facilities issues to Program Coordinator and building manager.
- Continuously update materials and flyers posted throughout the Center.
- Other duties as assigned.

Necessary Skills / Experience:

- Experience teaching/facilitating student groups, or public speaking Excellent communication skills, including verbal and writing abilities
- Ability to build strong working relationships with students and coworkers Experience working with diverse and/or at-risk student populations
- Ability to “think on your feet” and utilize available resources to effectively solve problems
- Technology literacy, including knowledge of social media

Preferred Skills / Experience:

- Supervision experience
- Working knowledge of MPS database software (PeopleSoft, esp. Esis & Data Warehouse tools)
- Formal student counseling or advising experience
- Knowledge and understanding of human development, especially transitional stages