

Pennsylvania College Access Challenge Grant Program (PACACGP)

Campus Coordinator

Job Description

The PA College Access Challenge Grant Program (PACACGP) Campus Coordinator provides school-based college access services and manages the delivery of intensive academic support services in conjunction with the PCACGP Director and Academic Consultants. The PACACGP Coordinator is responsible for managing all components of the College Access Program as articulated in the PACACGP grant for targeted high school students and targeted feeder middle schools. The College Access Coordinator also enhances community, business, and educational partnerships. Hours of employment will correlate with the staff hours, but flex according to staff, student, and parent needs. Duties of the College Access Coordinator include, but are not limited to, the following:

Duties and Responsibilities

Student Support

- Establish good rapport with students.
- Coordinate the Walk for Success in conjunction with other GRAD staff and school faculty.
- Organize Academic Support, Student Support, and Parent and Community Engagement
- Make classroom presentations regarding the College Access Program
- Meet on a regular and consistent basis with parents, teachers, faculty and staff to share information about the College Access Program and work with them to ensure student progress in regard to college bound activities.
- Plan and participate with counselors in school activities regarding college awareness and college preparation (e.g. College Night).
- Develop an annual plan which will include a calendar of college access activities and expected goals and objectives.
- Organize College Access Forums and workshops on post-secondary and college access themes
 - Fall – Countdown to College (update with each grade level)
 - Spring – Financial Aid (juniors and seniors); this is in addition to the workshop(s) with parents
 - PSAT/PLAN Review (freshmen and sophomores)
 - SAT/ACT Review (juniors and seniors)
 - After-school/Saturday workshops on study skills
 - Coordinate events with PHEAA staff
 - Other topics as needed
- Organize and supervise college tours for parents and students and other celebratory/connecting events and activities.
- Develop a College Access Center to provide college preparation materials and curriculum materials including college entrance exams, college selection materials, college applications, FAFSA and scholarship applications.
- Assist students with college admissions letters, scholarship applications, essays, financial aid, etc.
- Notify sophomores and juniors about the PSAT/PLAN dates, and juniors and seniors about the SAT/ACT dates as well as provide follow-up as needed.
- Be relentless in assisting students in meeting application deadlines.
- Monitor students' grade reports and meet with teachers and students to connect services/intervention to students' needs.

- Work closely with other GRAD staff including PACACGP Director and assigned Academic Coach to implement Academic Support in Literacy and Mathematics services as described in the proposal.
- Meet one-on-one or in small groups with students to discuss the value of taking pre-AP, AP and/or Dual Credit courses and to map out a plan of action for meeting their career/college aspirations.
- Organize College Access Forums targeting feeder middle schools.

Parental Engagement

- Visit PTA/PTO and other parent meetings to provide information about PACACGP.
- Coordinate the Walk for Success in conjunction with other GRAD staff and school faculty.
- Coordinate Parent University and other parent focused activities as follows:
 - Disseminate information regarding the PSAT/PLAN, GPA, and honors/AP classes to freshman and sophomore parents
 - Work with junior parents to review their child’s requirements and determine what remains to be completed.
 - Review with senior parents remaining requirements, complete financial aid packets, and meet with parents of students already in college.
 - Coordinate financial aid hands-on workshop for junior and senior parents and their children with PHEAA.
 - Make spring presentations to middle school parents

Administrative Duties

- Meet with school administrative team on a monthly basis to update status, address needs and concerns.
- Attend community events to share information concerning the CACGP.
- Establish and maintain relationships with admission directors at colleges and universities.
- Maintain all files, records, reports, data, and documents in a safe and efficient manner.

Supervision and Accountability

The College Access Coordinator will work with school personnel, institutions of higher learning and local business and community partners under the guidance and supervision of the PACACGP Project Director. The College Access Coordinator’s primary location is the assigned school. The College Access Coordinator will be expected to attend orientation, training, in-services, and local GRAD and campus meetings as requested by Project GRAD. Travel to various other sites in the city will be required. The College Access Coordinator will ensure an effective working relationship with other local GRAD site employees.

Qualifications

Minimum of a Bachelor’s Degree; preferred requirements include post-graduate education at the master’s level; ability to take initiative and organize activities; ability to interact with all segments of the community; excellent verbal and written communications skills; proven ability to speak in public; valid driver’s license; and proof of vehicle liability insurance are required. The ideal candidate will have experience in implementing college access programs for low-income, first generation students.

Project GRAD USA is spearheading a college-bound solution and impacting the lives and futures of over 121,900 students from low-income communities across the country. Project GRAD has a proven track record nationwide in increasing high school graduation and college attendance rates for low-income students. Please note that the PACACGP College Access Coordinator positions are based in the following counties and school districts in Pennsylvania: Delaware County, Chester-Upland School District; Philadelphia, Philadelphia School District; Lancaster County, Lancaster School District; and, Allegheny County, Woodlands Hills School District. Project GRAD values diversity and aims to maintain an exceptional team with a variety of backgrounds and skills. **Email resume, cover letter, and salary requirements to HR@projectgradusa.org.**

