



College Success Coach Job Description

Up to 20 hours per week
\$16.00/hr.

Background:

This is an excellent opportunity for college students who are interested in gaining experience in providing middle or high school students with support services. The program is in its second year of developing these services, and therefore, looking for qualified applicants who are creative, assertive, and motivated to help us advance these efforts. Extensive training and support is provided. Position may qualify as an academic internship.

Description:

Under the direction of school counselors and the Cal-SOAP Technicians, the College Success Coaches (SC) work as a team at their school placement to promote a college going culture. The SCs provide students with information, support and services regarding financial aid, scholarships and college awareness, in order to promote financial aid literacy and increase college-going-rates. Services may be provided via workshops, small groups, and individual sessions. The SCs may also provide targeted academic support to help students become Cal Grant and CSU/UC eligible. SCs may also support other Cal-SOAP college and career events.

Duties:

Depending upon placement at middle or high schools, the College Success Coaches may perform some or a combination of the following duties:

- Attending and participating in all required financial aid and college access trainings and workshops provided to Success Coaches;
- Completing independent trainings on financial literacy and student support skills;
- Building working relationships and collaborating with school counselors, teachers, and other staff at your placement site to effectively coordinate Cal-SOAP services;
- Creating opportunities for students to increase their financial aid literacy and college awareness (see Cal-SOAP Success Program brochure possible activities and services);
- Assisting with marketing, messaging, and incentives for students attending workshops and meeting deadlines;
- Managing a caseload of students that need support with the financial aid and college application processes and assisting them throughout their senior year of high school;
- Assisting students with their federal e-signature password creation (FSA ID), financial aid applications, Webgrants accounts, and financial aid offer understanding/acceptance;
- Assisting with promoting and staffing "Cash for College" financial aid workshops and other college access workshops or events at your school site;
- Scheduling one-on-one support sessions with students and guardians to assist them in completing their FAFSA or California Dream Act Application;

- Running and analyzing Webgrants Reports to track student progress through the financial aid application process and to identify students that require extra assistance and reaching out to those students to offer support;
- Assisting students whose financial aid applications have errors and/or are selected for “verification”;
- Holding small group or individual advising sessions w/ students about college planning;
- Providing targeted academic support, as needed, to help students become Cal Grant and CSU/UC eligible;
- Creating and delivering workshops, as needed;
- Compiling and updating a list of resources regarding financial aid to share with students;
- Developing and curating financial aid and college access resources on school websites;
- Tracking and ensuring students’ progress towards financial aid, college admission, and scholarship goals;
- Following up with students and families during the summer to assess progress towards fall college enrollment (if schedule permits);
- Collating and creating packets for events;
- Editing and updating documents, as needed;
- Assisting at events, based on availability.

Expectations:

- Ability to comprehend and remember complex information and explain in simple terms to students;
- Work as a proactive, positive, and cooperative, team member with Cal-SOAP, counselors and other college access programs;
- Check email daily and promptly respond to requests for communication;
- Participate in college tours, career fairs and other activities, if schedule allows;
- Exhibit a dependable and consistent work ethic.

Qualifications:

- Strong communication skills both verbal and written;
- Have completed at least one semester of college;
- Be enrolled at least half time in a college or other post-secondary school as an undergraduate or graduate student (half time is 6 units for undergraduate and 3 units for graduate, per semester);
- Have financial need as determined by the Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application (CADAA);
- Ability and desire to be a positive role model;
- A record of dependable work attendance;
- Preferred experience working with students;
- Preference for previous financial aid or college admissions experience;
- Availability of 15-20 hours per week preferred, but not required.

Student Staff may re-apply to work for Cal-SOAP each school year, pending successful evaluations, meeting Cal-SOAP eligibility, and director’s approval. Student Staff may be eligible to receive work experience or internship credit through their college. This position also qualifies as HSU off-campus work study. Continuation of this position is contingent upon funding.

Submit Application, Unofficial Transcript, Current School Schedule, Copy of your most current Student Aid Report (SAR), Resume (optional) to calsoap@hcoe.org

**Or return completed application packet to:
Humboldt County Office of Education/Cal-SOAP ♦ 901 Myrtle Avenue ♦ Eureka, CA 95501**

For questions contact Rebecca Asbury at 707-441-2006 or rasbury@hcoe.org

*Note: Applications are available at Humboldt State University Career Center/Handshake,
College of the Redwoods Career Center, or <https://hcoe.org/cal-soap/success-coaches/>*