



College & Career Success Coach Job Description

Up to 20 hours per week
\$16.00-17.00/hr.

Background:

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

Description:

Under the direction of School Counselors and the Cal-SOAP Technicians, the 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. SCs may also support other Cal-SOAP college and career events.

Duties:

The College Success Coaches may perform some or a combination of the following duties:

- Complete all required financial aid and college access trainings and workshops provided to Success Coaches;
- Build working relationships and collaborating with school counselors, teachers, and other staff at your placement site to effectively coordinate Cal-SOAP services;
- Create opportunities for students to increase their financial aid literacy and college awareness (see Cal-SOAP Success Program brochure possible activities and services);
- Assist with marketing, messaging, and incentives for students attending workshops and meeting deadlines;
- Manage 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;
- Assist students with their federal e-signature password creation (FSA ID), financial aid applications, Webgrants accounts, and financial aid offer understanding/acceptance;
- Assist with promoting and staffing “Cash for College” financial aid workshops and other college access workshops or events at your school site;
- Schedule one-on-one support sessions with students and guardians to assist them in completing their FAFSA or California Dream Act Application (CADAA);
- Run and analyze 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;
- Assist students whose financial aid applications have errors and/or are selected for FAFSA/CADAA Verification;

- Hold small group or individual advising sessions w/ students about college planning;
- Create and deliver workshops, as needed;
- Track and ensure students' progress towards financial aid, college admission, and scholarship goals;
- Follow up with students and families during the summer to assess progress towards fall college enrollment (if schedule permits);
- Collate and create packets for services and events;
- Edit and update documents, as needed;
- Assist 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;
- 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): Student Aid Index must be less than Cost of Attendance;
- Ability and desire to be a positive role model;
- Have 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.

Success Coaches may re-apply to work for Cal-SOAP each school year, pending successful evaluations, meeting Cal-SOAP eligibility, and director's approval. Success Coaches may be eligible to receive work experience or internship credit through their college. This position also qualifies as Cal Poly Humboldt off-campus work-study.

Submit Application, 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>