



### About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED's mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](#). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation's [College Transition & Success](#) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](#) such as *60 Minutes*, *The New York Times*, *The Washington Post*, and in the documentary film *Waiting for "Superman."* President Barack Obama has hailed SEED as "a true success story." For more information, please visit [www.seedfoundation.com](http://www.seedfoundation.com).

### Position Overview

The SEED Foundation seeks an entry-level College Success Advisor (CSA) to serve on the front line of our critical college success support. S/he will be a vital resource for students as they transition from SEED through college. Advisors are responsible for building deep relationships with graduates; this is core to the College Transition & Success (CTS) team's—and SEED's—success. Advisors act as our graduates' advocates, mentors, experts, and cheerleaders as they assist students with the academic, financial aid, and personal challenges associated with college enrollment and success. An advisor is expected to have experience working with underrepresented students and an understanding of the college financial aid process and the organizational structure of higher education institutions. Collecting, analyzing and using college transition and postsecondary data is a key part of our work with students. Thus, we are looking for candidates with an interest in and experience with data analysis. This position reports to the Associate Director of College Success.

### Essential Duties and Responsibilities

- Directly responsible for individualized support for a group of SEED graduates;
- Conduct regular graduate support advising sessions designed to assist with financial aid and the academic and social college integration process;
- Visit designated SEED graduates at their respective colleges/universities and assist graduates with connecting to campus-based support resources (e.g. academic advisors, financial aid officers, counseling services);
- Provide support to students interested in or needing to transfer to a different institution and/or in need of referrals to community-based resources;
- Serve as a financial aid resource by: (1) assisting with the application process, (2) reviewing award letters, (3) interfacing with financial aid representatives, and (4) monitoring need for emergency financial support;
- Regularly use data management and tracking system to:
  - Maintain advising notes and organize all necessary follow-up meetings;
  - Track all graduate interactions and submit monthly reports;
  - Consistently update all contact information for student caseload;
- Maintain regular contact with graduates via various forms of social media, text messaging, phone calls, in-person meetings, etc. and closely monitor enrollment, transfer, and stop-out rates;

- In collaboration with the College Counseling departments at SEED Schools:
  - Support high school college access programming, including financial education and senior transition programming;
  - Review and use all college application data within Naviance
- Support and lead college success trainings sessions with staff across the SEED network
- Other duties as required and deemed necessary.

**Essential Experience, Skills, and Competencies**

- Bachelor's degree with an additional 3-4 years' experience providing college access and success support in a community, school, or university-based setting;
- Understanding of financial aid, including the FAFSA, DC OneApp, and DC CAP Last Dollar Award completion process and Maryland grant-based college funding opportunities;
- Experience with individual and group college success advising sessions;
- General knowledge base of college fit and college match;
- Highly capable of dealing with sensitive issues and being discreet;
- Experience in data analytics and strong interest in advancing such skills;
- Strong administrative, database management, and records maintenance skills to handle confidential material;
- Excellent organizational and time management skills, with attention to detail and accuracy;
- Excellent verbal and written communication skills;
- Proficient knowledge of Microsoft Office Suite—especially MS Outlook, MS Word, MS Excel
- Active driver's license and ability/desire to travel;
- Comfort with student information and customer relations systems.

**A SEED Employee:**

- Is committed to The SEED Foundation mission and its beliefs;
- Thinks strategically in aligning one's own work streams to the larger organizational mission;
- Possesses exceptional interpersonal skills, with creative and positive energy for working with youth;
- Behaves professionally in a fast-paced environment and with a variety of constituents;
- Works independently as well as collaboratively with a team while managing multiple tasks.

SEED offers a competitive salary along with an excellent benefits package that includes three weeks' vacation, eleven holidays, eight sick days, health and dental insurance, FSA reimbursement accounts (health care, dependent care, and transit/parking), life insurance, short-term and long-term disability, and 403(b) plan.

**To apply for the College Success Advisor position at The SEED Foundation:**

Please forward your resume and cover letter, *including salary expectations*, to [jobs@seedfoundation.com](mailto:jobs@seedfoundation.com) with "SEED Foundation – College Success Advisor position" in the subject line. *Applicants will not be considered without both a resume and cover letter.*

The SEED Foundation is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.