



Student Success Advisor, 9th – 10th Grade

The main duties and responsibilities of the Student Success Advisor will be to build and manage programs to ensure that students in 9th-10th grade are on a pathway to enroll in college. In this role, you will enhance Camp Catanese Foundation's year-round program offerings to high school students, creating monthly touchpoints for all students (9th -12th grade) throughout the school year, while also building more formalized mentorship pathways. Your role will be critical in driving progress for students between our signature camp programs, ensuring that the Camp Catanese culture is ever-present throughout the year for our campers.

Duties and Responsibilities:

Management & Partnerships (30%):

- Develop organization's annual goals for 9th – 10th graders that demonstrate and measure college-readiness.
- In partnership with College Success Advisor, work with local high schools to create systems of accurately tracking student data for 9th – 10th graders, including test scores, grades, course enrollment, etc.
 - Be the primary relationship holder to build and maintain partnerships with local high school leaders at schools where more than 10+ campers attend.
- In year-two, manage a group of mentors for priority high-school mentorship cohorts (all grades).

Direct Camper Services (40%)

The Student Success Advisor will be the primary contact for roughly 125-150 9th-10th grade students annually. This position will manage the following activities throughout the year:

- Meet regularly 1:1 with your caseload of students.
- Maintain consistent communication with campers and their parents regarding the college process and their child's progress toward college-readiness.
- Vet and maintain database accuracy for all campers and alumni within your caseload (contact info, school info, parents' information, etc.)
- Work with the Director of Marketing & Communication to promote year-round events and identify student opportunities etc. to share via email, social, and text throughout the year.
- Other activities, duties, and responsibilities, as needed.

Year-Round Program Design and Management: Monthly Events (30%)

- Plan monthly in-person touchpoints and events for all high school students (9th -12th grade) that build-on and support the culture of Camp Catanese.
- Work collaboratively with the full team to design and implement camper, parent, and staff surveys for each program/event.
- Support and attend College Access Camps annually.