Graduate Support Program Associate

Cornelia Connelly Center
Graduate Support Program Associate focuses on college and career readiness within the GSP program. S/He serves as an advocate for all graduates of Connelly Middle School of the Holy Child but especially High School Juniors and Seniors and 2.0 program. The GSP Associate reports to the Director of Graduate Support.

About Cornelia Connelly Center
Cornelia Connelly Center (CCC) offers a thirteen-year program, collaborating with each girl and her family from fourth grade to college graduation. In the Connelly Middle School (CMS), students in grades four through eight receive a joyful, holistic education. The Graduate Support Program (GSP) serves CMS alumnae, persistently committed to their high school and college completion and successes.

The GSP associate must be a person who enjoys working with pre-teens, teens and families, with a strong understanding that GSP work is done in collaboration with families.

The Graduate Support Program associate’s responsibilities include, but are not limited to:

Connelly Middle School Support
- Assist in further enriching the High School Readiness program
- Assist in organization of annual High School Fair
- Host assembly at least once a trimester

High School Support
- Organize and oversee study halls/virtual conference calls, a safe space for graduates to find quiet time to study, reflect, and express questions/issues
- Track our graduates’ academic progress by collecting progress reports and report cards on a quarterly basis
- Utilize progress reports and report cards to create academic action plans for our graduates to be reviewed by the Director
- Initiate interventions for remediation and enrichment; Organize and manage tutoring programs
- Organize visits to college and university campuses or virtual conferences with college representatives (when applicable)
- Accurately maintain data for high school students and 2.0 graduates
- Build a newsletter and highlight articles according to school year
- Plan and execute monthly personal, professional, or otherwise enriching workshops
Provide direct support for the college application process for students and their families. Plan one college visit per year for GSP high school students. Maintain accurate budget codes for GSP.

Keep daily function of financial credit card transactions and provide monthly expenditure reports to the director.

2.0 College Support
- Provide mentorship and guidance for students to make an informed choice regarding her next steps toward college, vocational path, military, career, etc.
- Maintain communication with 2.0 participants via email and texts
- Facilitate regular monthly communication with 2.0 graduates via phone calls
- Keep track of 2.0 spending for college students' needs and order processing
- Communicate with students regarding financial aid and scholarships; develop FAFSA and financial aid workshops.
- Support graduates as they move within their college career ensuring that they have chosen the correct courses for their major.
- Facilitate positive interaction between students and college offices.
- Plan and execute the annual 2.0 Summit.
- Provide direct support and plan services geared toward first-generation students

Qualifications
Bachelor’s degree required (all majors welcome), as well as experience working closely with adolescents and families.

Desired Skills –
- Strong Interpersonal Skills
- High degree of proficiency in Microsoft Office suite
- Experience in college application processes
- Due to our population served written and spoken Spanish proficiency is highly preferred

Salary and Benefits
- Salary commensurate with experience
- Comprehensive and competitive benefits, including health, retirement, and vacation

Interested candidates should send cover letter, resume, and list of references to Taija Maldonado, Graduate Support Program Director: Tmaldonado@connellycenter.org
Proposed start date: August 2023