

Job Title: College Navigator (1.0 FTE)
Reports to: College Readiness Academy Program Manager

Position Description: The College Navigator works within the College Readiness Academy (CRA), a partnership that assists Adult Basic Education students in the transition to college through intensive college orientation, case management, and wrap-around support services. The Navigator assists students with college applications, financial aid and scholarship paperwork, selection of classes/programs, balancing study-work-family, and self-advocacy. S/he works with students in a classroom setting as workshop facilitator and one-on-one to address personal and academic challenges and to aid in successful entry into college and in completion of their first semesters. The Navigator shares the responsibility of recruiting students for CRA with the second Navigator and with the Program Manager.

Background: College Readiness Academy aligns two levels of free college preparation classes at three sites: Tier 1 offered at the Institute and Hubbs Center, and Tier 2 offered by Hubbs Center at Saint Paul College. Instruction focuses on college-level reading, writing, vocabulary-building, computer, and study skills that are typically lacking among under-served students with academic barriers. To supplement this academic preparation, two full-time navigators are on staff to prepare students for the transition into college.

Job Qualifications:

- Bachelor's Degree
- Experience working with New Americans and non-native speakers of English
- Familiarity with systems of higher education
- Proficiency in analyzing numerical data and communicating complex data in an accessible way
- Preferred experience in advising, admissions, and/or teaching within the college system
- Preferred experience in education-related marketing and outreach
- Excellent organizational skills with the ability to handle multiple projects simultaneously
- Excellent written and verbal interpersonal/communication skills
- Skilled in problem-solving and able to take initiative
- Knowledge of local community resources
- Driver's license, insurance, and reliable transportation

Duties:

- Assist students one-to-one in developing individual education plans, registering for classes, and applying for financial aid and scholarships
- Collaborate with instructors to integrate navigation into their classrooms and discuss student progress
- Present weekly lessons on topics such as goal-setting, choosing colleges & careers, understanding a syllabus, interpreting program guides, understanding financial aid, and time management
- Assist students in preparing for employment through resume and cover letter development, mock interviews and job search support, as needed
- Work closely with CRA staff to share resources, organize protocols, allocate tasks, and address gaps in services
- Maintain detailed and accurate participant records and program outcomes on database
- Prepare regular program reports for leadership and program partners
- Take an active role in program recruitment
- Present at regional and state conferences on behalf of College Readiness Academy
- Work a minimum of one day at the annual Festival of Nations event

To apply: Please send résumé and cover letter to Ms. Merle Greene for consideration.

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