



Job Title: College Navigator (1.0 FTE)
Department: College Readiness Academy
Reports to: College Readiness Academy Program Manager
FLSA Status: Exempt (1.0 FTE)
Salary Range: \$45,000-\$47,000
Prepared Date: 7/28/2022

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Purpose:

College Readiness Academy offers a free alternative to expensive remedial education classes offered at colleges. Instruction focuses on college-level reading, writing, vocabulary-building, computer, and study skills in order to support traditionally under-served students with academic and/or personal barriers to college. To supplement this academic preparation, two full-time navigators are on staff to prepare students for the transition into college and support them with wrap-around services once they are enrolled.

The College Navigator works within the College Readiness Academy (CRA), a partnership that assists Adult Basic Education students in the transition to and through 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. The navigator 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. College Navigators are also

responsible for detailed data collection and analysis in multiple databases, including a cloud-based customer relationship management system.

Duties and Responsibilities:

- Assist students one-to-one in developing individual education plans, registering for classes, and applying for financial aid and scholarships
- Support students through the trajectory of their degree program, including but not limited to academic planning and support in overcoming personal obstacles
- 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
- Collect student employment data
- 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 in various databases
- Prepare regular program reports for leadership and program partners
- Collaborate with the other college navigator to lead new student recruitment, registration, and host a college orientation workshop
- Present at regional and state conferences on behalf of College Readiness Academy
- Recruit, train, and pair up tutors and mentors with CRA students

Requirements:

- Fully vaccinated for COVID-19
- Demonstrated commitment to the International Institute of Minnesota mission and vision
- Associate's degree or higher
- 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
- Experience in advising, case management, college admissions, and/or teaching
- Preferred experience in education-related recruitment and outreach
- Preferred experience with CRM systems, such as Microsoft Dynamics or Salesforce
- 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

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Please submit resume and cover letter to Elizabeth Fontaine at efontaine@iimn.org. Former refugees, New Americans, and people of color are highly encouraged to apply. No phone calls or walk-ins please.