



## **Success Adviser**

**Background:** [Education Forward Arizona](#) was created through the collective will of diverse sectors and communities across the state to change the way people think about and support education as the key driver to improving the economy and the quality of life in Arizona. Education Forward Arizona is a new organization launched in August 2021 that combines the talent, resources, and missions of Achieve60AZ, Expect More Arizona and College Success Arizona to be an even stronger force for education. At Education Forward Arizona, we believe that improving the quality of education in Arizona will improve the quality of life for all Arizonans. The organization is focused on improving education outcomes for students at all levels by being a statewide voice for P-20 education, implementing effective programs, and advocating for policy change.

**Program Background:** The Success Services program offers a unique and comprehensive approach to assist students in reaching their educational goals through holistic mentoring. Experience, observations, and a decade of outcomes has catalyzed an approach that combines impactful strategies, tactics, and programs, to build trust, mutual accountability, and deliver enhanced student performance.

**Position Summary:** The adviser will work closely with students (scholars) in the Success Services program attending Maricopa Community Colleges, assisting with their overall success and retention. The Success Adviser will maintain and implement program department processes. Candidate should be a self-starter with the ability to work in a team environment, as well as work independently.

### **Job Responsibilities:**

- Advise scholars virtually and in-person on academic, career, and life related topics to ensure their success and retention with colleges throughout the Maricopa County.
- Maintain regular and meaningful in-person, phone, and electronic communication with scholars.
- Recruit and engage students to participate in the program.
- Connect scholars to educational, college campus, and community resources.
- Conduct daily tracking of scholars, capture and document scholar progress through online database management.
- Plan and facilitate student events such as orientation, Scholar Success Networks, and Annual Leadership Symposium.
- Serve as a liaison with community and institutional partners.
- Must be a highly motivated self-starter with excellent time-management skills and the ability to go above and beyond for students.
- Knowledge of educational, campus, and community resources.
- Fulfill other administrative duties as assigned by the Senior Director of Success Services Partnerships and Program Manager of Success Services.

### **Our Success Services Program Offers:**

- Program Orientation
- Mentoring Sessions
- Academic Enrollment Counseling
- Academic Tracking and Semester Analysis
- Supplementary Electronic Communications
- Financial Aid Advocacy and Advice
- Text Messaging Campaign

- Regional Events
- Mentoring around the College and Career Success Milestones

**Required Skills and Competencies:**

- Bachelor's degree in Education or related field.
- One to three years related work experience in a program or institutional setting.
- Ability to work with and develop strong relationships with college students.
- Experience in working with nonprofits or higher education institutions.
- A demonstrated passion for our mission and improving education in Arizona
- Experience with/understanding of underserved college-bound youth.
- Experience with/understanding of college resources and scholarship programs.
- Effective verbal and written communication skills.
- Have reliable transportation as travel throughout the state is required.
- Knowledge of data collection, reporting, and analysis.
- Experience with computer programs and comfortable with technology.
- Desired qualification- mentoring and advising experience.

**Salary:** \$40,000- \$45,000, commensurate with experience

**Job Status:** Full-time, exempt, salaried position with benefits package

**Job Location:** Phoenix, Arizona. US Work Authorization Required

This position is open immediately. The close date for applications is open until filled.  
Visit <https://educationforwardarizona.org/> to learn more about our organization.

**Please combine the following documents in an email to [jobs@educationforwardarizona.org](mailto:jobs@educationforwardarizona.org):**

- Current resume or CV
- Statement of interest and qualifications, based on this description.

No phone calls.

*The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.*

**All employees at Education Forward Arizona are required to be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.**