

SAISD Foundation

Job Title:	Postsecondary Navigators
Function:	Alumni Support (Temporary Contractor)
Family:	Postsecondary Initiatives

Reports to:	Director, Postsecondary Initiatives, SAISD	Classification:	Contract at Daily Rate, Hybrid Model with Flexible Scheduling
Terms of Employment:	Full-time or Part-time Temporary, 6 Months June - December	Funding Source:	This position is locally grant funded by the SAISD Foundation.

Position Summary

Responsible for following up with alumni of SAISD regarding their postsecondary education, employment, or military enlistment by reaching out through various communication channels and connecting graduates to college, career, and military opportunities. Responsible for planning and successfully connecting with alumni in conjunction with other educators, employers, and representatives of community organizations.

Essential Functions / Key Responsibilities

1. Conducts outreach efforts to connect with alumni and follow up on postsecondary plans.
2. Helps graduates develop a transition plan to include but not limited to academic and career goals, internship/externship, employment, and higher education opportunities.
3. Works with students to identify potential postsecondary pathways, if applicable
4. Acts as liaison with local community colleges and universities admissions office, community agencies, and local employers to assist students with resources and support.
5. Attends all required trainings and meetings.
6. Tracks outreach, successful contact, postsecondary plans, and referrals made for a caseload of graduates.
7. Partners with SAISD's College, Career, and Military Readiness office, local education centers, and higher education institutions.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 2 or more years of combined experience in the following:
 - Supporting students in K-12 or higher education settings
 - Creating, designing, and/or developing outreach materials
 - Developing new and/or updating current data-gathering devices
- 1 year of post-secondary transition support, advising, or similar experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals.
- Ability to plan, manage and track outreach efforts.
- Ability to effectively collaborate with partners and community agencies and work as member of a team
- Possess excellent interpersonal and organizational skills.
- Ability to follow oral and written instructions with limited supervision.
- Demonstrated ability to use internet, email, computer software programs and remote communication platforms (e.g. Microsoft Word, EXCEL, PowerPoint, Zoom, etc...).

SAISD Foundation

Working Conditions

Work Environment:

- Computer, computer software programs and other equipment applicable to position.
- Potential exposure to temperature extremes (hot and cold), humidity extremes, noise) or biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).

Physical Demands/Requirements:

- Maintain emotional control under stress, occasional traveling to buildings for meetings and trainings.

Supervisory Responsibilities / Direct Reports

- None

To apply, please submit your resume to Jennifer Twiss at the SAISD Foundation Jtwiss@saisd.net.
Questions, contact Judy Geelhoed, SAISD Foundation (210) 554-2235.