



<b>Job Title</b>	Postsecondary Navigator
<b>Function</b>	SAISD Alumni Support
<b>Family</b>	Postsecondary Initiatives

<b>Supported By</b>	Alumni Advisors, Postsecondary Initiatives, SAISD	<b>Classification</b>	Contracted at hourly rate, Hybrid Model with flexible scheduling
<b>Terms of Employment</b>	1 Part-time (20 hours)	<b>Funding Source</b>	Locally grant funded by SAISD Foundation

### Position Summary

Responsible for reaching out and making successful contact with alumni of SAISD regarding their postsecondary educational plans aimed at increasing college persistence to graduation. Outreach on personal devices through a variety of channels and creative means will be expected. Navigators will help graduates navigate college enrollment and retention issues, make referrals to SAISD Alumni Advisor for more complex issues and refer students to additional community resources if college is no longer in their plans.

### Essential Functions / Key Responsibilities

1. Conducts outreach to connect with alumni and follow up on postsecondary plans.
2. Connects with students in a variety of locations including college and home visits.
3. Works with students to identify navigate current postsecondary pathway or modify pathways if applicable.
4. Acts as liaison with local community colleges and universities admissions offices, the SAISD Foundation, and community agencies for referrals and support.
5. Attends regular required trainings and meetings.
6. Tracks outreach, successful contact, postsecondary plans, and referrals made for a caseload of graduates by high school.
7. Partners with SAISD’s Postsecondary Office, the SAISD Foundation, local education centers, and higher education institutions.

### Minimum Requirements

- Bachelor’s degree from an accredited college or university.
- 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 and methods
- 1 year of postsecondary 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 a member of a team.
- Excellent interpersonal and organizational skills.
- Ability to execute to meet articulated goals with limited supervision.
- Demonstrated ability to use internet, email, computer software and remote communication platforms (e.g. Microsoft Word, EXCEL, PowerPoint, Zoom, etc.).
- Spanish Speaking is desirable.

## Working Conditions

### Work Environment:

- Computer, computer software programs and other equipment applicable to the position.
- Potential exposure to temperature extremes (hot and cold), humidity extremes, noise) or biological hazards (communicable diseases, bacteria, insects, mold, etc.).
- Position requires reliable transportation and visits to high schools, colleges and home visits to meet objectives.

### Physical Demands/Requirements:

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

## Supervisory Responsibilities / Direct Reports

None

To apply, please submit your resume to Ana Cardenas, SAISD Foundation Data and Impact Manager [acardenas5@saisd.net](mailto:acardenas5@saisd.net).

