

Assistant Program Director - CollegeTracks

Job Function:	Education	Pay Range:	Based on Experience
Industry:	Education, Secondary	Experience:	5 - 7 years
Type:	Full time		

Location: Silver Spring, MD 20906

Position Summary:

CollegeTracks seeks a highly energetic, self-motivated, full-time Assistant Program Director for its program at Wheaton High School in Silver Spring, MD. The Assistant Program Director position reports to the Program Director and is responsible for delivering CollegeTracks college access services to over 350 students each year. The Assistant Program Director will work closely with the Program Director to:

- Recruit students to participate in the program
- Provide one-on-one college and career advising to students and families about the entire college admissions and financial aid process
- Maintain an information system for tracking data on the program's activities and student outcomes
- Develop and deliver outreach presentations to students and families in the school and community
- Maintain close collaborative relationships with school administrators, counselors, teachers, staff, and community groups
- Directly supervise and support the professional development of the Program Assistant
- Work collaboratively with College Success team to identify, recruit, and refer students to college retention program
- Partner with Volunteer Coordinator to assess resource needs, develop a volunteer plan, and manage volunteer staff for the Wheaton site

Qualifications:

- Bachelors degree with coursework in social work, counseling, education or related fields
- Prior experience in college access, higher education, youth development, teaching and/or counseling
- Knowledge of college admissions, higher education, and public schools systems
- Background in nonprofits, business, communications, and multicultural settings
- Strong computer skills required in Microsoft applications, including familiarity with database management
- Superior interpersonal and relationship building skills
- Problem-solving, decision-making, and program/event management skills
- Excellent writing and research skills
- Comfortable multi-tasking in fast paced work environments
- Proficiency/fluency in Spanish strongly desired

To apply for this position, please submit a resume and a cover letter outlining how your skills and qualifications meet the position requirements. Please also submit your salary requirements, and a list of three professional references (including at least two recent supervisors) to assistantdirector@collegetracksusa.org. Resumes submitted without a cover letter and salary requirements will not be reviewed.

www.collegetracksusa.org

Founded in 2002, CollegeTracks changes lives by giving low-income, first-generation college bound students the chance to go to college and succeed there. Every Montgomery County Public School (MCPS) graduate deserves the opportunity to attend and succeed in college, regardless of family income, racial or ethnic background, or whether other family members went to college. CollegeTracks is committed to helping students get into college and to helping them graduate from post-secondary educational institutions. Working full-time in two Montgomery County High Schools – Bethesda-Chevy Chase and Wheaton – CollegeTracks advises juniors and seniors at risk of not getting to college and assists them and their families in applying for and securing financial aid. Additionally, CollegeTracks' retention program, College Success, supports student development, academic achievement, and personal growth throughout their college career. CollegeTracks is a featured charity in the 2010-2011 Catalogue for Philanthropy and has become a recognized leader in college access in Montgomery County and nationally.