i.am College Track

**STUDENT LIFE DIRECTOR** (Los Angeles, California)

**About College Track**

Founded in 1997, College Track is a national non-profit organization that empowers students to achieve their dream of a college education. This organization exists to increase high school graduation, enrollment, and college graduation rates among students from low-income communities, thereby closing the achievement gap for students who are under-represented in higher education. By providing comprehensive college access services to students over the course of 8-10 years, from the summer before high school through college graduation, College Track ensures that each of its students has the resources needed to get into and graduate from college.

i.am College Track launched in 2012 as the result of a partnership between the i.am angel Foundation and College Track to serve the students of Roosevelt High School in Boyle Heights.

**Position**

The Student Life Director (SLD) is responsible for the vision and implementation of the Student Life program at i.am College Track, ensuring that all students have access to experiential learning during the academic year and summer, engage in and reflect upon meaningful community service, and develop a growth mindset essential to long-term academic and professional success. Additionally, the SLD will develop and oversee community relationships on behalf of i.am College Track, including with the families of our students.

**Primary Responsibilities**

* **Program Development and Implementation**: Work with the Site Director to successfully implement the Student Life (SL) program and ensure that goals across the site are met in the following program components: experiential learning workshops, summer engagement, community service, growth mindset development, and biannual showcase events.
* **Staff Development and Recruitment**: Recruit, hire, develop and evaluate SL staff and volunteers.
* **Individual Student Planning and Monitoring**: Continuously assess student data and provide meaningful interventions to ensure that students develop leadership skills, complete community service hours and participate in activities that prepare them for college.
* **School and Community Outreach and Engagement**: Lead a strong community partnership effort, representing i.am College Track at events intended to build the capacity of youth as well as recruit students to the program. Additionally, the SLD will be active in community organizations and professional societies and remain current on best practices in youth development.
* **Financial and Resource Management**:Monitor and meet the expense budgets for Student Life Program. Identify and develop external sources of funding for program. Lead fundraising efforts for student enrichment opportunities.
* **Achieving Bottom-Line Goals**: Assess quality of program operations and ensure the site meets College Track’s goals in the following areas: recruitment, engagement (attendance), retention and community service.
* **New Projects**: Projects as assigned by the Site Director.

**Qualifications**

First and foremost, the Student Life Director must embrace the College Track vision of transforming low-income communities into places where college graduation is the norm. Additionally, candidates must posses the following qualifications:

* Demonstrated success in motivating and managing high school students to meet high expectations in youth development, experiential learning, and/or service learning;
* Demonstrated success in closing the “experience gap” for low-income students;
* Demonstrated ability to cultivate and leverage resources to achieve outcomes;
* Demonstrated ability to initiate and effectively manage a wide range of tasks and projects;
* Strong learning orientation (e.g. constantly learns on one’s own, exhibits strong self-awareness of and initiative to develop one’s growth areas, accepts and promptly incorporates feedback);
* Excellent interpersonal skills with the ability to work with a dynamic team and manage part-time staff and volunteers;
* Excellent organizational and project management skills with strong attention to details;
* Exceptional, professional written and verbal communication skills;
* Minimum 4-year college degree;
* Demonstrated ability to meet and maintain federal, state, local and College Track guidelines.

**Compensation and Benefits**

College Track offers a competitive salary and comprehensive benefits package.

Submit cover letter and resume to tkim@collegetrack.org and copy to employment@collegetrack.org.

Please include “Boyle Heights Student Life Director” in the subject line.