



College Prep Manager

Our Mission:

Future 5 helps connect motivated, low-income high school students in Stamford to their full potential, leading to independence and productive citizenship.

Program Overview: [Field Guide to Future 5](#)

Since 2009, Future 5 has provided out-of-school programming to under-served Stamford High School students. Located in the heart of downtown Stamford, our primary goal is to connect our student members to the people, resources, and experiences essential to making a successful transition to post-secondary education and careers.

Future 5 is a membership based program and once students have committed to Future 5, through attending our signature Here to There workshop, they are considered part of our community and may access all of our services. **There is NO COST to our student members.** All costs associated with our program come from external, private funding sources.

The College Prep Manager (CPM) is responsible for supporting all aspects of Future 5's College Prep program. The CPM, working with the Director of Student Experience and the student staff, is the person responsible for the College Access programming. This person will be responsible for all aspects of the college process for our college-bound seniors including but not limited to conducting content based workshops, and leading our students through the process from college visits, building a balanced list, essay writing, common app completion, evaluating options, cost to attend analysis, scholarship generation assistance, final decision making and more. In collaboration with the Director of Student Experience, the CPM will also be responsible for monthly workshops for the Junior class beginning in January of their Junior year.

The College Prep Manager's job breaks down into three key areas of responsibility; intimate knowledge of the senior class members of Future 5 and their college coaches (where applicable), overseeing and supporting the college prep process and measuring/collecting the college data and results.

Responsibilities

The primary responsibility of the **College Prep Manager** is to provide guidance to students, volunteer coaches and in coordination with the Director of Student Experience, parents on all aspects of the college process with caseload of 60 to 65 high school seniors. The Manager will help students identify college options, write application essays, submit applications, complete outside scholarship search and applications, complete financial aid requirements, analyze acceptances and award packages, and make a responsible college choice and ensure all College Prep process milestones are met. The Manager tracks and records student progress in our database using both quantitative and qualitative data.

Primary Responsibilities:

Direct Student Support - 60%

- Ensure senior members consistently receive the quality of services that meet the individual needs and that each student makes satisfactory progress towards personal college goals.
- Provide one-on-one advising and/or support to their volunteer coaches with a caseload of 60 to 65 high school seniors as follows:
 - Coach each student towards a college list that meets College Prep Program standards, is individualized to that student, and is in line with admissions data and affordability data
 - Adjust admissions chances based on changes to student academic profile throughout the year
 - Help each student brainstorm, revise, and finalize college essays – by utilizing both in person and remote support tools
 - Design individualized plans and tailor services to ensure each student submits complete, high-quality college applications by institutional priority deadlines
 - Support students in identifying and completing missing/additional application materials throughout the Winter and Spring
 - Guide students (in person or remotely) to submit FAFSA and/or CSS Profile by institutional priority deadlines
 - Identify and support students selected for federal income and/or citizenship verification
 - Identify students eligible for a variety of scholarships and select students to support the application process
 - Explain financial aid award data (grants, scholarships, loans, payment plans) to students and coach them to make a financially responsible college decision
 - Support students with submitting a deposit to a college by May 1st
 - Develop individualized communication plans to ensure students remain engaged with the program and meet deadlines
 - Respond to all student text/calls/emails within 24 hours (Monday – Friday)
 - College Lists
 - Essays
 - Applications
 - Financial Aid Analysis/Decision Making
 - Help students resolve general obstacles that come up throughout the school year by coaching them on self-advocacy and resourcefulness skills
 - Remote Support
- Build and maintain positive relationships with our volunteer College Coaches
- In coordination with the Director of Student Experience, support or connect seniors/coaches who may not be college bound to information on alternative pathways
- In coordination with the Director of Student Experience, build a rapport with parents of seniors and support them through the decision making process.
- Work with the Director of Student Experience to ensure successful weekly workshops.
- Ensure that graduating seniors successfully transition to Future 5's continuing support resources, especially at Norwalk Community College and University of Connecticut.
- Engage students by focusing on outreach and retention efforts.
- Collect senior members' academic information including report cards.

Caseload & Data Management – 20%

- Track and record student interaction and progress, using both quantitative and qualitative measures
 - Enter data into appropriate spreadsheet within 3 business days of a student interaction or status change
- Ensure overall College Prep goals and objectives are met
- Manage a caseload of approx. 60 high school students, including, but not limited to:
 - Schedule all student meetings on a weekly, or as needed, basis
 - Manage time and calendar to meet minimum number of meetings each week
 - Ensure that all students meet individual and institutional deadlines
- Approximately 2/3 of our seniors each year are matched with a volunteer college coach to further support the individualization of the college process. The College Prep Manager will be responsible for monitoring the successful progression of the college process with these coaches and supporting them when and where needed.
- Verify fall matriculation for students from previous year's class.

Secondary Responsibilities:

Program Support - 15%

- Support programming connected to some of the following areas:
 - Relationship-building with community partners and school guidance counselors, community scholarship partners
- Collaborate with the College Partnership team to develop and sustain relationships with Admissions Directors at feeder schools such as Univ. of Bridgeport, Southern, Pace, UCONN, Manhattanville etc.
 - Resource development and curriculum planning
 - Special Events:
 - Plan and execute and collaborate with rest of program team to ensure success of College Prep related events, including but not limited to:
 - On-site mini-college fairs
 - College speaker visits
 - Scholarship partner's visits
 - Graduation
- With support from the Volunteer Manager, plan and implement training and communications with College Coaches.
- Flag potential issues to the Director of Student Experience and provide necessary early alert on academic and/or social interventions needed.

Organizational Support – 5%

- Support the Development and Communications team by attending events, networking with guests / supporters, and providing event logistics as needed
- Represent the Future 5's brand in a positive light and take actions to increase brand awareness throughout the community
- Identify top-talent and success stories and relay to communications staff.

Duties, responsibilities, and activities may change at any time with or without advanced notice

Qualifications

Required:

- Bachelor's degree and work authorization
- 1 – 2 years of related experience
- Demonstrated commitment to Future 5's mission, vision, and cultural elements of connection, optimism and vibrancy.
- Demonstrated commitment to educational opportunity and equity for underserved and underrepresented populations.
- Ability to collect, analyze and utilize data for program improvement and decision making
- Proficient with Google Suite, MS Office. Experience with database systems (e.g. Salesforce) a plus
- Valid Drivers License; must have own vehicle
- Excellent writing and editing skills
- Experience developing trusting relationships with under-resourced high school students
- Demonstrated attention to detail, strong organizational and interpersonal skills
- Adaptable in a team and fast-paced environment
- Willingness and flexibility to work some weekends and evenings
- The ability to make a minimum of a two-year commitment

Preferred:

- Fluency in Spanish a plus

Compensation: The successful candidate will be offered a competitive compensation package including benefits.

Application Instructions:

Applicants should reply with a resume and cover letter that references their experience in relation to the qualifications listed in the position description. No phone inquiries will be accepted; all inquiries and resumes should be submitted via email to careers@futurefive.org

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