



College Access Mentor

Position Description

Position: College Access Mentor

Description:

We are seeking a dedicated, student-centered individual to help Green Bay area youth become the first in their family to attend college. Join our local nonprofit and you will work alongside other collaborative and forward-thinking colleagues as we encourage and invest in area students to succeed in higher education.

The College Access Mentor is responsible for facilitating college readiness curriculum for underrepresented middle school students and their families. This position requires excellent communication (written and verbal) and interpersonal skills, along with a high level of organization and a strong attention to details. The successful candidate should also have a strong foundation of knowledge in youth development, student academic support, and relationship building.

Responsibilities:

1. Assist with new student recruitment efforts in the community
2. Ensure programming activities and curriculum meet the academic and interest needs of students
3. Prepare for and facilitate weekly middle school programming
4. Assess student learning, development, and career interests on a regular basis
5. Encourage and support positive relationships between students, their parents/guardians, and school district personnel
6. Cultivate a welcoming, equitable, and inclusive work environment
7. Clearly communicate programming details and events with parents and families
8. Collaborate with staff to develop, create, and deliver parent workshop curriculum
9. Mentor and support coaching staff and volunteers
10. Develop and maintain positive, professional, and supportive relationships within the community
11. Maintain strict confidentiality practices
12. Perform other job-related duties as assigned

Minimum Qualifications:

1. Associate degree
2. 1-3 years of experience working with students in an education or community setting
3. Proficiency in Microsoft Office and Google Workspace programs
4. Effective communication (written and oral) and interpersonal skills
5. Superior organization and time management skills
6. Strong attention to detail with a clear focus on quality
7. Dedication to completing projects accurately and in a timely manner
8. Strong initiative and ability to work in a self-directed environment, yet remain team-oriented

Preferred Qualifications:

1. Bachelor's degree
2. Bilingual (written and oral) in Spanish and English
3. 1-3 years of experience teaching reading, writing, or character development skills

Status:

This is a part-time, hourly position. This position reports to the NEW Scholars Director and allows for a hybrid work environment.

Compensation:

Compensation starts at \$21.00 per hour, commensurate with experience.

Candidates should submit their cover letter and professional resume to:

Carmen Vos, NEW Scholars Director

cvos@collegereadywi.org

Professional references (3) upon request.



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