COSI College & Financial Aid Advisor

**Job Description:** Peak Education (501c3) and Colorado Springs Harrison District 2 have collaborated to write and receive a Colorado Opportunity Scholarship Initiative (COSI) Fund My Future grant to support more students with completing the FAFSA/CAFSA, navigating the college admission process and furthering a college-going culture. The COSI College and Financial Aid Advisor plays a key role in ensuring the grant’s success by supporting students at Sierra, Harrison High Schools as well as the Career Readiness Academy’s students navigate the college and financial aid process, collaborating with college and career advisors to host events, meetings with colleges and various postsecondary enrollment activities.

They will also serve as a point of contact for Peak Education Scholars in Harrison and Sierra High Schools, facilitating monthly meetings, 1:1 check-ins and supporting other school-based Peak Education programming.

This position is an extension of the Peak Education team within Harrison District 2 partner schools.

**Location:** Colorado Springs, CO – alternating between Peak Education office, Harrison High School, Sierra High School, and the Career Readiness Academy.

**Classification:** Full-Time Exempt Position

**About Harrison District 2:** The mission of HSD2 is to graduate college- and career-ready students with the knowledge, skills, attitudes, and behaviors to personally succeed and contribute to the common good. We will be successful as a district by ensuring the core beliefs are at the center of everything we do with our students and community. These beliefs include:

- All students are capable of excellence
- Our purpose is to maximize student success
- The well-being of our students, staff, families, and community is worthy of our investment

**About Peak Education:** Peak Education disrupts the status quo by closing opportunity gaps in our community. We believe that every student deserves to reach for their full potential and that all willing learners can do so. Currently serving nearly 400 students from lower socioeconomic backgrounds in Colorado Springs from 7th grade through the completion of college, Peak Education empowers students—who might otherwise fall short of their potential—to take ownership of their educational journeys and career pathways. Ninety percent of Peak Education scholars are the first in their family to complete a college degree and 87% identify as students of color. Nearly 90% qualify for the federal Free and Reduced lunch. In Colorado Springs, Peak Education is the only non-profit, community-based organization with a focus on closing the gap between city public schools and the state and national enrollment rates.
**Job Responsibilities:**

**COSI Grant Implementation**
Collaborate with College and Career Readiness Advisors and teachers to deliver college readiness and access services to high school students and their families. Including:

- Support and collaborate on college access programming including, but not limited to, college application submission, career advising, college campus visits, interface with admissions officers, financial aid advising, scholarship assistance, FAFSA/CAFSA submission and college enrollment step completion (including the development of a plan to ensure matriculation of graduating seniors over the summer)
- Ongoing support and advocacy for students’ academic and personal development
- Promote all college pathways including technical, two-year (including Dakota Promise) and four-year opportunities
- Collaborate with school administration, counselors, staff and community partners to coordinate and/or deliver specified 9-12th grade services focused on college and career awareness and early preparation
- Utilize technologies to assist students in the college enrollment and financial aid application process including Xello, Financial Aid Chat Bot, Texting Communication Platform, & The Peak Education College Access Platform
- Serve as a member of the COSI Fund my Future Grant Implementation Committee
- Provide support and carry out activities that support the goals and objectives of the grant
- Prepare Data and Reports to demonstrate progress of grant implementation and fulfil grant reporting requirements

**Peak Education**

- Manage a caseload of students to maintain supportive, communicative relationships
- Monitor student academic, social/emotional, and developmental progress, financial obligations, college enrollment; field urgent student concerns to a Program Director
- Review survey responses and monitor program data to inform interactions with students and mentors and program design
- Maintain current, accurate records of student participation, document interactions and case notes
- Facilitate monthly Peak Education programming
- Deliver resources and trainings to promote student academic achievement and social and emotional growth
- Deliver clear, concise, and tailored communications across various platforms to program stakeholders (students, mentors, guardians, school staff, community partners)
- Collaborate with the Associate Director – High School and College Success

**Skills and Abilities:**

- Knowledge of higher education financing, student financial aid (including experience with FAFSA/CAFSA completion), and/or postsecondary education entrance processes
- Experience with program and curriculum development
- Experience working with middle school and high school youth and their families
- Strong oral communication, presentation (including classroom management) and writing skills
- Strong organization skills, attention to detail, accuracy, and timeliness with assigned tasks
- Proactive problem-solver who demonstrates initiative and ability to work individually on a team
- Bilingual in one or more languages
• Possesses a growth mindset and ability to problem solve
• Ability to use a variety of technology tools including database, various software programs, internet tools, and communication tools
• A demonstrated ability to be a team player, create positive workplace culture, experience empowering youth and their families
• Ability to drive and valid driver’s license
• Ability to work occasional weekends and evenings
• Ability to pass a comprehensive background check

Qualifications:
• Bachelor’s Degree in education, counseling, social work or a related field
• At least 2 years of direct experience working with low-income youth or youth who face significant barriers to college enrollment

Preferred Qualifications:
• Masters Degree in education, counseling, social work or a related field
• At least 3-5 years of direct experience working with low-income youth or youth who face significant barriers to college enrollment
• Fluent Spanish speaker (Preferred)
• Previous experience with a data management system (Salesforce)
• College Counseling, Financial Aid, or College Admission experience

Compensation & Benefits
• The expected pay range for this role is $50,000 - $55,000 annually
• Two health insurance options, including a choice between a high deductible plan with an employer-matched Health Savings Account and a traditional plan
• Dental insurance
• Life / Disability Insurance
• 403(b) with up to 5% employer match (of employee contribution)
• 9 paid holidays each year
• 20 days of vacation each year

Application Process

Please submit a resume and cover letter outlining your qualifications and interest in the position to Nataya Sanchez (Peak Education Operations Manager) at nataya@peakedu.org. Application consideration is rolling and will remain open until the position is filled. Priority consideration will be given to applicants who apply by Close of Business July 14th, 2023.

For additional information about the position or to learn more about Peak Education, please contact Pedro Ramírez at pedro@peakedu.org or at 209-639-2018.

At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates.