



## What is College Track?

College Track is a national education nonprofit that empowers students from underserved communities to reach their dreams of a college degree. Our mission is to close the achievement gap and create college-going cultures for students who are historically and currently under-represented in higher education.

We actively engage students over the course of eight years, from the summer before high school through college graduation. Our students join College Track with limitless aspirations and we provide them with a comprehensive program and encouraging learning environment that empowers them to succeed. 100% of our seniors graduate from high school, more than 90% are admitted to a four-year university, and 75% of our college students are currently enrolled, or have graduated from, college. Over 85% of our students will be the first person in their family to earn a college degree.

For more information about College Track, visit our website: <http://www.college-track.org>.

## Why join the College Track team?

1. *Impact Students* – Everyday you will have the opportunity and the responsibility to push highly motivated students to build their set of academic and non-cognitive skills so they can not only attend college but graduate from college.
2. *Change Communities* – You will be part of the movement to close the achievement and opportunity gaps that exist in historically underserved communities, and you will witness success, both small and large, each day.
3. *Experience the Education System* – As a CT Fellow, you will immerse yourself in work with our local school system, and you will participate in discussions about ways to improve local, state, and national education systems.
4. *Develop Your Career* – CT Fellows will have opportunities to participate in professional development, network with others dedicated to improving our nation's education system, and to receive personalized career development support.

## What are we looking for?

College Track is searching for motivated, committed, and creative leaders who steadfastly believe that all students are born with the potential to graduate from college. These leaders must be devoted to working relentlessly to ensure that all CT students develop the academic and non-cognitive skills needed to succeed in high school and college. CT Fellows will be individuals who thrive on challenge and opportunity.



**Position:** College Track Fellow

The team of four College Track Fellows is responsible for ensuring that all College Track students maximize their potential. To do this, CT students must receive support aligned to their individual needs, and CT Fellows will be the primary advocates for these needs. CT Fellows will collaborate with the CT program directors to develop and adapt programs that meet the needs of each student. CT Fellows will also gain administrative experience by fulfilling day-to-day administrative tasks and running at least on administrative project throughout the school year.

**Qualifications**

- You have a burning desire to provide opportunities to and work with students from historically underrepresented communities
- You are a master of at least one academic subject
- You can build rapport with students
- Experience working with a diverse population of students, primarily those who are historically underrepresented in higher education
- History of using data to drive decisions

**Responsibilities**

- Oversee the success of approximately 30 students in a single grade via tutoring and mentorship
- Meet weekly with team to discuss student needs and target students
- Provide recommendations to CT program directors regarding student needs
- Implement academic habits - organization, time management, self-advocacy, study habits - in tutoring and mentorship of all students
- Run one administration project: Khan Academy, Academic Data, Student Scheduling, Human Resources, Volunteer Recruitment, Budgeting
- Collect, analyze, and use data to suggest and create program improvements
- Administrative tasks including, but not limited to, monitoring the tutoring space, monitoring technology, taking attendance, contacting parents, and working with teachers at Rangeview High School
- Participate in professional development and networking opportunities provided by College Track
- Examine current issues facing the education system – both state and national – via policy discussions with CT Fellow

**Compensation:** Monthly stipend of \$1,000 per month through May of 2014. Expected hours approximately 25 – 30 hours per week.

**How to Apply:** Send a cover letter and resume to Adam Silver, Academic Affairs Director – [asilver@collegetrack.org](mailto:asilver@collegetrack.org). See below for application timeline.

- Resume collection period: October 14 – October 25
- CT Fellow hire date: November 1<sup>st</sup>
- CT Fellowship dates: As Soon As Possible to May 31, 2014