



**SmartPath Connect College & Career Advisor
(Contract Position)**

The Education Fund, a nonprofit organization with a 40+ year history of helping students succeed, is seeking a dynamic person who loves working with students.

SmartPath Connect to College aims to help high school students understand careers and postsecondary opportunities. The purpose is to ensure high school students graduate, pursue schooling beyond high school, and have the requisite skills to persist and eventually earn a postsecondary degree or certificate that leads to a more successful career future. Core components of the program include College & Career Clubs, College & Career Advising, College Field Trips, FAFSA Marathons, Classroom Lessons, and Career Internships.

The SmartPath College & Career Contractor will work at up to five public high schools in Miami-Dade County with students.

Services to be performed:

- One-on-one and small group postsecondary **Counseling** of students to include college selection, college applications, requirements for college, and other CAP-type activities with students
- Collaborate with the school guidance counselor and with dual enrollment and AP coordinators
- Support College Club meetings and, as needed, present at meetings
- Meet **FAFSA** goals via FAFSA events and one-on-one work with students and parents
- Participate in Freshman Orientation
- Provide required data and sign-in sheets
- Other tasks as assigned (ex. Deliver college club snacks), as needed

Experience/Skills Desired:

- Ability to coach and train others to get desired outcomes
- Knowledge of college and careers
- Experience/Success in working with high school students
- Comfort using standard computer programs (Word, Excel, PPT, etc.)
- Excellent communication skills -- both written and oral
- Known for your energy, persistence, and 'Let's Get-It-Done' attitude
- Ability to keep very detailed records
- Willingness to undertake a range of tasks
- Have a car and travel to schools across Miami-Dade County

TO APPLY FOR THIS POSITION, PLEASE:

submit a cover letter, 2) provide a resume, and 3) include a salary history either in your cover letter or your resume to hr@educationfund.org. Candidates must be able to pass a Level 2 Background Screening.

This is a part-time, contracted position of 6-24 hours/week during the regular school year. Summer hours are possible. Compensation of \$30-35/hour is based on experience.

The Education Fund is an Equal Opportunity employer. For more information, visit www.educationfund.org.