



**Position Title:** High School Advisor

**Location:** San Francisco, CA

### **About SMART**

SMART (Schools, Mentoring and Resource Team, Inc.) champions education equity by supporting students in overcoming systemic barriers on their journey to a college degree. We envision a community with equitable pathways to college graduation for every student in San Francisco. SMART provides a unique twelve-year continuum of support that starts in 4th grade and extends through college, including school support, after-school enrichment, summer programming, college prep, and college persistence support. As a result, SMART Scholars are more than four times more likely to graduate college when compared to their peers. Furthermore, while only 21% of low-income students who enter college will graduate within six years, SMART Scholars are currently persisting at a rate of more than 80%.

#### SMART's Values:

- **Community:** We build a community that celebrates diversity, thrives on teamwork, and appreciates everyone's contributions. Through community, we are stronger.
- **Equity:** We are committed to systems and processes that are just, fair, and inclusive, enabling all people the opportunity to belong, participate, and reach their full potential.
- **Empowerment:** We believe the path to empowerment and self-advocacy is through the encouragement, support, and guidance of those around us.
- **Learning:** We believe education and life-long learning enhance our understanding of our world, our place within it, and provide the tools to change it. Through embracing challenges and learning opportunities, we make progress.
- **Joy:** We center joy in our community and practice. We view joy as an act of liberation, which unleashes creativity, strengthens relationships, and propels the work that we do.

### **Position Description**

Reporting to the College Achievement Program Manager, the High School Advisor directly manages a cohort of high school Scholars. The High School Advisor is the main point of contact for their advisory Scholars, families and school liaisons. In addition, as a member of the College Achievement Program team, they will collaborate to ensure that Scholars are ready for college and have exposure to future career opportunities. This includes programs that support Scholars' personal achievement, leadership development, and career exploration, such as college tours, career conference, summer opportunities and more. The ideal candidate is

a self-starter who is highly collaborative, is detail-oriented, a great multi-tasker, and thrives in a fast-paced environment.

## **Responsibilities**

### *Student Advising*

- Serve as the advisor to a caseload of high school Scholars (grades 9-11), maintaining strong relationships and regular communication with the advisory students, their families, and the liaisons at the schools they attend.
- Check in with students in the advisory regarding their college and career aspirations, academic, social, emotional, and overall well being on a regular basis.

### *After School Program*

- Facilitate workshops and manage a classroom of 15-20 students in SMART's after school program, including preparation of classroom materials and resources.
- Assist with managing After School Program space and culture, including fostering and upholding community agreements, organizing workshop and other program materials, tracking inventory, and preparing the physical space for Scholars.
- Collaborate with the College Achievement Program Manager, and the College Achievement Team, to develop plans and materials.

### *Data Tracking*

- Collect personal and academic student data to track student progress and inform student support strategies.
- Collect relevant data and accurately enter it into the appropriate database by expected benchmarks.
- Use data collected to evaluate advisory Scholar needs and develop appropriate interventions.

### *Other Program and Organization-wide Responsibilities*

- Support SMART's other program components as needed, including recruitment, enrollment, summer, and middle school programming.
- Teach and provide staff assistance to SMART's summer program.
- Support and participate in organization-wide events.
- Participate in cross-department committees and teams.
- Other duties and special projects as needed.

## **Qualifications**

- Bachelor's degree required.
- Strong passion for issues of educational equity for students from underserved communities.
- Deep understanding of the challenges faced by underrepresented communities.
- Experience and demonstrated understanding of K-12 environments.
- Knowledge of college admissions and financial aid processes preferred.
- Professional experience working with youth, preferably with high school students.

- Excellent interpersonal skills, demonstrated ability to take initiative, capacity to work independently as part of a team, and multi-tasking proficiency.
- Detail-oriented, with strong organizational skills.
- Great team player with a strong conviction in the power of collaboration in a small staff setting.

**Additional Workplace Expectations:**

- This is a full-time exempt position. Occasional evening work required.
- All SMART employees must be up to date on vaccination for COVID-19.
- SMART employees currently work on a hybrid schedule - three days per week at our office in San Francisco and two days per week remote.

**Compensation and Benefits:**

- Annual starting salary for this position is \$66,560.
- SMART is also proud to offer additional competitive benefits, including: 13 paid holidays, generous paid time off policy and parental leave policy, week-long office closures during winter holidays and during summer, three department wellness days, 100% coverage of employee medical, dental, and vision insurance (and 50% coverage of dependent coverage), reimbursement for cell phone and home internet, professional development stipend, employer sponsored life insurance and long-term disability insurance, and access to pre-tax benefit programs such as commuter benefits, flexible spending accounts, and a 401K account.

**How to Apply:**

- Please submit a thoughtful cover letter and resume to Josephine Saechao, Senior College Achievement Program Manager, at [careers@thesmartprogram.org](mailto:careers@thesmartprogram.org).
- Please write your name and the title for this position (“Your Name – High School Advisor”) in the subject line of your email.
- Due to the volume of applications we receive, please no phone calls.
- Deadline to apply: Applications accepted until position is filled.

SMART is an equal opportunity employer and encourages applicants from all racial, ethnic, and religious backgrounds, national origins, sexual orientations and genders. Learn more about SMART’s commitment to equity, inclusion, and diversity at [www.thesmartprogram.org/equity](http://www.thesmartprogram.org/equity).