



Position Title: High School Advisor

Job Type: Temporary (3-4 Months), Full-Time, Exempt

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 eight-year continuum of support that starts in 4th grade and goes all the way to college, including school support, after school enrichment, summer programming and college preparation. Since launching our high school program in 2011, 100% of SMART Scholars have graduated high school and matriculated to college. While only 21% of very 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 conferences, 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.

Please note that this position is temporary and will run tentatively from August 11, 2025 - October 17, 2025. This role is intended to provide coverage during an employee's leave of absence. There is a possibility that the assignment may be extended, depending on departmental needs and the timing of the employee's return.

Responsibilities

Student Advising

- Serve as the advisor to a caseload of high school Scholars (grade 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.
- Guide and support students with building a college wishlist and identifying college fit and match.

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.
- Support SMART's College Counselor with college programming such as College Tours.
- 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 minority populations and 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.
- Spanish or Cantonese language skills desired, but not required

Additional Workplace Expectations:

- This is a full-time, exempt position. Occasional evening work required.
- 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 \$68,640. SMART is also proud to offer additional competitive benefits, including: Paid holidays, generous paid time off policy, 100% coverage of employee medical, dental, and vision insurance (and 50% coverage of dependant care), 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 careers@thesmartprogram.org. 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

All job applicants and employees must be currently authorized to work in the United States for any employer on a full-time basis without the need for visa sponsorship now or in the future. Positions at SMART are not eligible for employer visa sponsorship, and SMART is not able to sponsor applicants or employees for work-related visa status.