



The Organization

At Thrive Scholars, our goal is to see talented low-income students of color develop inter-generational wealth and financial security, and become the diverse corporate, civic, and academic leaders our country so desperately needs.

Our comprehensive, data-driven, high-touch program model focuses on the key inflection points that can be the difference between just graduating from any college, and graduating from a top college with the grades, degree, career skills, and network needed to thrive in any career. Over our six-year program, Scholars benefit from admissions and intensive academic preparation before college and a comprehensive set of academic, personal, social-emotional, financial, and career supports throughout college.

The Position

Thrive Scholars is looking to recruit **multiple** dynamic, student-focused, and results-driven College Success Managers to join a growing team. In this role you will equip our students to succeed and thrive academically, personally, and socio-emotionally during their first year in college.

As College Success Manager (CSM), you will leverage your rapport-building, advising skills, and program design knowledge to provide tailored one-on-one coaching to our college Scholars. As CSM, you will work with Scholars primarily during their first-year in college with some opportunities to work with upper level Scholars. In partnership with others on the College Success team, you will design and lead programming for Scholars focused on the knowledge, skills, and mindsets needed for their sustained academic and personal success. Additionally, as CSM you will leverage program design and project management skills in supporting the planning and logistics of the Summer Academy College Success programming.

This position is location flexible, with a preference for Los Angeles or Boston. There will be limited travel expected from this position, when travel is possible again. Once Summer Academy returns to an in-person model in summer 2022, the College Success Manager will be expected to be on-site at Summer Academy during the six-week program. The program runs from late-June until early-August. CSMs will engage in limited travel to college campuses of Scholars in their caseload during the academic year.

Reporting to the Director of College Success, the CSM works closely with their fellow Success Managers, as well as colleagues on the College Access, Career Development, and Mentorship teams.

As we will be hiring for multiple College Success Managers, this position will remain posted until all roles are filled. The target hire date for these roles will be mid-March to early April.

Key Responsibilities:

- **Individual Student Support (70%):**

- Provide holistic, individual support to a caseload of approximately 50 Thrive Scholars in college, on areas of:
 - academic success (i.e. course selection, campus resources, self-advocacy)
 - socio-emotional support and success (i.e. campus culture, social integration, mental health and wellness) with the ability to support Scholars through crisis and triage them to the best resources both on campus and nationally
 - and leadership development
 - The CSM will be responsible for developing individual Scholar success plans and achieving key performance metrics.
 - The support will take place in-person when geographically possible, and, more often, through in-depth video, phone and email exchanges monthly.
 - The CSM will also provide support to volunteer mentors who are also working with students on the CSM's caseload.
- **Program Design and Delivery (20%):**
 - Support the development and implementation of the Thrive Scholars curriculum and programming, with a focus on supporting Scholars' academic and socioemotional success.
 - This will include creation and execution of events, workshops, and online curriculum; production of lasting resources; and group programming.
 - Delivery will take place during Summer Academy and throughout the academic year.
 - The CSM will also manage program-wide community-building initiatives, including the Regional Director peer program and our cohort-based peer programming.
 - **Program Support and Administration (10%):**
 - The CSM will provide support across organizational departments as needed, meeting the demands for collaboration in a small organization and allowing for opportunities to learn across departments; these supports include, for example, preparing program data for fundraising and marketing needs.

The Ideal Candidate

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. The qualifications and experiences listed below are intended as a guide; we do not expect candidates to check every box. If you believe you can meet the expectations and responsibilities of this position, we want to get to know you and the unique strengths you will bring to the work.

- Bachelor's Degree with three or more years of professional experience
- Minimum of two years of experience in college counseling, academic success, academic advising, residential life, or first-year experience with a focus on selective colleges
- Experience working with collegiate students through a crisis and triaging students to the right resources in order to provide long-term support especially around mental health
- Strong commitment to students and their growth

- Highly-skilled relationship builder who is able to build strong trusting relationships with college students, volunteer mentors, and other partners
- Effective and adaptable coaching skills
- Strong skills and experience with program design and execution
- Effective public speaker and facilitator, with skills in creating and leading presentations and workshops
- A passion for working with low-income young people of color, and expertise in the issues first-generation students face at selective colleges and in corporate settings
- Strong organizational skills and ability to document and manage detailed data
- Accountability for impact and an orientation towards results
- Knowledge around, and understanding of, student experience at selective colleges

Competencies:

Along with the specific qualifications and experiences noted above, the ideal candidate for this position will be expected to demonstrate the following competencies:

- **Commitment to Results:** Takes action to produce high-quality work with measurable results in service of Thrive's mission and Scholars.
- **Strategic Collaboration:** Understands how and when to work with others to drive strong results. Able to balance attention to both results and relationships.
- **Learning Agility:** Effectively adapts own approach in response to new information and/or situational changes.
- **Fostering Thrive Community:** Contributes to a work environment that embraces organizational values and works effectively across identities.
- **Problem Solving:** Able to analyze situations and apply critical thinking in order to identify issues and solutions.

COMPENSATION & BENEFITS

Thrive Scholars offers a robust compensation and benefits package including high-quality health and dental insurance, three weeks of paid vacation, generous professional development funding, and access to an employer-matched retirement plan. This is a full-time non-exempt position.

Salary Range: \$55,000 - \$62,000

COVID-19 Vaccine Requirement

Thrive has instituted a COVID-19 vaccine mandate for all employees, including remote staff. Individuals selected for job opportunities must be fully vaccinated, and show proof of vaccination status, in advance of your hire date. Individuals are considered fully vaccinated 14 days after receiving their second dose in a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccine (Johnson & Johnson).

If you are unable to be vaccinated for medical reasons or sincerely-held religious beliefs, Thrive will consider requests for reasonable accommodations consistent with our policy, and where we are able

to provide such accommodations without undue hardship to the organization pursuant to applicable law. Any such accommodation must be approved in advance of the hire date.

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Thrive Scholars provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits discrimination and harassment based on race, color, religion, gender, gender identity, national origin, sexual orientation, age, disability, or veteran status. Knowing its importance to the success of our work, Thrive Scholars is committed to diversity, equity, and inclusion, and we aspire to build a diverse staff team and community. We strongly encourage people of all backgrounds to apply.

Applicants can apply here: <https://thrivescholars.bamboohr.com/jobs/view.php?id=114>

For more information, please visit thrivescholars.org