



**Position Title:** Support Services Advisor

**Reports To:** Vice President of Support and College Services

### **Position Summary**

The Support Services Advisor (SSA) will have the primary responsibility of supporting and advising a cohort of Steppingstone Scholars (advisees) who are in middle and high school, most attending partner schools, to ensure their preparation for, admission into, and success at four-year colleges. This multi-faceted role blends supporting the academic and social-emotional needs of Scholars through individual advising, as well as through leading, implementing, and contributing to a large number of department-wide events and projects that offer support to larger groups of Scholars and families. In addition, the SSA will participate fully in the execution of the organization's summer and year-round programs. The SSA will work a Tuesday – Saturday schedule during the academic year and a Monday – Friday schedule during the summer.

### **Responsibilities:**

- Develop one-on-one relationships with advisees and their families in order to support each advisee's individual needs
- Maintain knowledge of resources and opportunities relevant to Scholars in order to ensure their success in school and in the college admission process
- Implement and contribute to the departmental college readiness plan through small group facilitation, workshop development, and the management of other projects
- Serve as liaison to a group of schools and develop and foster strong relationships with those schools
- Track and utilize data in a concise and consistent way in order to inform analysis of high impact activities
- Assist with program-wide responsibilities, including the admissions process for incoming applicants, financial aid applications to independent schools, and teaching during the summer

### **Required Knowledge and Skills:**

*All candidates will embrace and demonstrate our core values: Mission-connect, Impact driven, Respect, Initiative and Collaboration.*

Strong candidates for this position will demonstrate the following:

- Cross-cultural sensitivity and experience working with diverse populations
- Demonstrated commitment to educational and racial equity in college access and success
- Strong verbal and written communication skills
- Strong relationship-building and group facilitation capabilities, incorporating cross-cultural sensitivity

- Effective project management skills combined with initiative, flexibility, and problem-solving capabilities
- Experience as an effective team member
- Preference given to candidates who are bilingual in Spanish, Vietnamese, Arabic, or Chinese (Mandarin or Cantonese)

**Education and Work Experience:**

- Bachelor's degree required in a relevant field
- Successful experience working with middle-grade and/or high school students in an urban, multicultural setting.
- Knowledge of Boston Public or independent schools is desirable

**Physical Demands:**

- Lifting up to 20 pounds, standing, walking, sitting, reaching, operating computer and office equipment

**Salary:** Starting salary of \$38,500

**To Apply:** Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you learned about this position, to Human Resources at [jobs@tsf.org](mailto:jobs@tsf.org). Applications will be reviewed on a rolling basis. Please include **“Support Services Advisor”** in the subject line of your email.

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