Position Title: Support Services Advisor  
Reports To: Support Services Director

THE STEPPINGSTONE FOUNDATION VISION & MISSION

VISION: Steppingstone envisions a more just and equitable world where all students can actualize the life-transforming benefits of a college degree.

MISSION: Steppingstone prepares students from historically marginalized communities to access, navigate, and graduate from college.

- In Boston, we provide academic, social-emotional, and college readiness programming from as early as fifth grade and continuing through college graduation.
- Nationally, we connect the people, practices, and innovations essential for eliminating barriers to college and career success.

Position Summary

The Support Services Advisor (SSA) will have the primary responsibilities of supporting a cohort of Steppingstone Scholars (advisees), and contributing to department-wide programming by providing a clinical lens to incorporate the social-emotional learning of all Scholars. 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:

- Advise a cohort of middle/high school Scholars, building relationships and maintaining regular contact with them and their families to support their academic and social-emotional growth and success
- Work with high school seniors to ensure preparedness for college and a successful transition between high school and college
- Help to ensure effective social-emotional support of all Scholars through consultation with Advisors, and co-planning trainings on topics such as working with diverse populations, group facilitation, and stress management
- Collaborate with a small group of Advisors to maintain and contribute to programming specific to Scholars in grades 10-12 (areas of focus include: Scholar development of college knowledge, and supporting the college application processes)
- Assist with supervision and execution of the Saturday Mentoring and Study Hall (SMASH) program on Saturdays (Sept-May)
- Support the data collection and analysis needed to evaluate Scholar and family experience in order to suggest and implement program improvements
- Assist with program-wide responsibilities, including but not limited to: the admissions process for incoming Steppingstone applicants, financial aid applications support, and teaching during the summer
Required Knowledge and Skills:
Strong candidates for this position will demonstrate the following:

- Cross-cultural sensitivity and experience working with diverse populations
- Commitment to educational and racial equity in college access and success
- Exceptional interpersonal, relationship-building, and group facilitation capabilities, incorporating cross-cultural sensitivity
- Effective project management skills combined with professional judgment, vision, and problem-solving capabilities
- Experience as an effective team member
- Orientation towards continuous learning for self and others

Qualifications:

- Bachelor's degree required, in human services, education, or related field with significant relevant experience (2+ years)
- Master's degree in school counseling, social work, or related field preferred
- Technical knowledge and experience in the areas of college application support, and the college enrollment process
- Preference given to candidates who are bilingual in Spanish, Vietnamese, Arabic, or Chinese (Mandarin or Cantonese)
- Knowledge of Boston Public or independent schools is desirable

Salary: mid-$40’s, depending on experience

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

COVID-19 Update: Due to Covid-19, all Steppingstone employees are working remotely until further notice. The Support Services Advisor should anticipate working from home until at least the beginning of 2021 but should expect to work from our Boston office at some point in the future.

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. Applications will be reviewed on a rolling basis. Please include “Support Services Advisor” in the subject line of your email.

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