



Manager of College Readiness

Internationals Network's Mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative International High Schools, while broadening our impact by sharing proven best practices and influencing policy for English Language Learners (ELLs) on a national scale.

Our Work

Working closely with local education departments, schools, community based organizations, and partner organizations, Internationals Network designs and opens new high schools as well as provides professional development and technical assistance to educators serving the recently arrived immigrant English Language Learner high school students. Internationals Network works to sustain a strong national network of innovative public high schools to improve educational outcomes for recently arrived immigrant youth by building the capacity of educators who work with immigrant youth.

Position Summary

Internationals Network seeks an experienced educator to build the capacity of school staff to support college readiness and retention efforts in International High Schools. The Manager of College Readiness (MCR) will play a key role in supporting college advisors, school leaders, and other school-based staff in the areas outlined below. The ideal candidate has direct experience working with immigrant youth in high schools and is highly knowledgeable about the college admissions process and the related needs of immigrant students. Additionally, the MCR should be able to play a key role in the design of new programming in collaboration with organization and school staff members.

Qualifications:

- Minimum of 3 -5 years of experience with college advising/college guidance programs
- Minimum of 2-3 years of experience working with immigrant students/English Language Learners

Responsibilities Include:

- Support college readiness and college retention programs in our network of immigrant-serving schools
- Conduct network-wide needs assessment to inform further program development in collaboration with other organizations and school staff
- Provide on-site coaching and professional development support to college advisors
- Design, plan, and implement professional development for college advisors and other staff
- Collect, analyze, and report college readiness and retention data to inform network and school- level programming
- Design and facilitate regular meetings of school-based college advisors
- Identify, document, and disseminate promising practices
- Maintain current and relevant information for college advisors
- Develop relationships with postsecondary institutions with strong support systems for immigrant students
- Identify financial aid and scholarship resources for immigrant students, including undocumented students



Knowledge, Skills, and Abilities

- Familiarity with New York City and State post-secondary institutions and college opportunity programs.
- Comprehensive knowledge of federal and NYS financial aid processes
- Understanding of the college access needs of immigrant students and their families
- Experience developing and facilitating professional development related to college access and success
- Experience coaching or mentoring college advisors or college access professionals
- Strong interpersonal skills and ability to collaborate with other staff and school partners
- Ability to communicate in an effective and compelling manner, both orally and in writing
- Excellent organizational skills and attention to detail
- Ability to address and solve problems or issues as they arise
- Ability to handle multiple tasks at once and to prioritize effectively
- Commitment to the vision of the Internationals Network and its programs
- Ability to collect, analyze, and report data to drive program development

Interested candidates should submit a cover letter and resume via email to resume@internationalsnetwork.org NO PHONE CALLS PLEASE.

For more information on Internationals Network for Public Schools, visit our website at www.internationalsnps.org.