



College Access Advisor

Job Description

"Inspiring Young Minds, Elevating a Community."

Organization History

Higher Heights Youth Empowerment Programs, Inc. (HHYEP), founded in 2004, is a statewide college access organization that provides college-planning services to school districts, high school students in grades 9 through 12, and their families throughout the State of Connecticut. Our mission is to change the lives of under-represented college-bound students and to Empower, Encourage, and Equip them to obtain a post-secondary education. Our organization's goal is to provide more equitable access to college preparatory resources and services to students and families who have historically been underserved and, as a result, remain underrepresented in the pool of academically high-achieving students.

Position Overview

Job Title: College Access Advisor

Reports To: Executive Director

Position Type: Full-time (part-time considered); 35 hours per week, typically aligned with the school day

Compensation: \$25 per hour (prorated for part-time)

Start Date: Immediate / Rolling

Location: New Haven, Connecticut — based on-site within partner public high schools

Position Summary

HHYEP is seeking an energetic, mission-driven College Access Advisor to build and sustain a college-going culture inside one or more of our partner urban public high schools. Our partner schools serve large, diverse student populations — the great majority of whom are Black and Latino students from low-income households — where standardized test proficiency and graduation rates often trail state averages and a significant share of students are the first in their families to consider college. This role is ideal for a recent college graduate, AmeriCorps/City Year alum, or early-career education professional who is energized by fast-paced school environments and wants hands-on experience advising teenagers through one of the most consequential transitions of their lives.

The Advisor provides comprehensive college-readiness support: facilitating college-readiness programming and financial aid workshops; coaching students and families through the college and

scholarship application process; and building trusted relationships with school staff and college admissions partners. Success in this role depends on the Advisor's ability to build rapport quickly across lines of race, culture, and class, to stay calm and consistent inside a busy school building, and to hold students to high expectations while meeting them where they are.

Primary Responsibilities

Direct Student Advising

- Serve as the dedicated college advisor for an assigned caseload of students in grades 11–12.
- Deliver lessons and workshops on college and career readiness following a year-long calendar of activities.
- Meet with students individually and in small groups throughout the work week, including facilitating Saturday group sessions.
- Coordinate college tours, panels, fairs, and admissions visits that expose students to options beyond their immediate neighborhood.

Family & School Partnership

- Email and communicate with students and parents on a weekly basis to drive attendance and follow-through.
- Coach parents — many of whom did not attend college themselves — through the application, financial aid, and FAFSA processes in clear, jargon-free language.
- Coordinate with school counselors and administrators to deliver differentiated support aligned to each student's plan.
- Develop and lead a parent workshop series on post-secondary options.

Program & Data Management

- Track student progress and program data on a weekly basis.
- Build and maintain relationships with college admissions counselors and reach out to local colleges for partnership opportunities.
- Attend staff and planning meetings and participate in ongoing professional development to stay current on financial aid policy.

Knowledge, Skills, and Abilities

Community & Cultural Competency

- Genuine excitement about community-based youth development work in urban public schools.
- Comfort and credibility working with students from diverse racial, ethnic, linguistic, and socioeconomic backgrounds, including students who are the first in their family to pursue higher education.

- Understanding of — or eagerness to learn about — the barriers facing low-income, first-generation, and historically underrepresented students, and a real commitment to closing those gaps.
- Ability to serve as a positive role model and build trust quickly with teenagers and their families.

Professional & Interpersonal Skills

- Demonstrated patience, warmth, and a consistently positive attitude in a fast-paced school setting.
- Ability to multitask and stay calm under pressure when daily schedules shift.
- Strong written and verbal communication, organization, and time-management skills.
- Ability to work independently and as part of a small, collaborative team.
- High energy, resilience, and a strong personal commitment to social justice and public service.
- Familiarity with the college admissions process, standardized testing, and financial aid is strongly preferred but can be developed through training for the right candidate.

Education and Qualifications

- Associate or Bachelor's degree required; recent graduates are encouraged to apply.
- Experience teaching, tutoring, mentoring, or facilitating groups of young people (paid or volunteer).
- Working knowledge of the college application process and financial aid, or strong willingness to learn quickly.
- Comfortable with Google Workspace, Microsoft Excel/Word, and email-based communication.
- Access to reliable transportation required.

Schedule Expectations

The College Access Advisor commits to a 35-hour work week. A typical day mirrors the school schedule, generally 7:30 a.m. to 3:00 p.m., with occasional evening or Saturday sessions for family workshops and student group meetings.

Compensation & Benefits

- Health care plan
- Paid time off
- Mileage reimbursement
- Business laptop
- Conferences & professional development

Application Materials

Interested candidates should submit the following:

- Cover letter detailing your interest and qualifications
- Resume detailing background and relevant skills
- A list of three professional references

Submit all materials to: chaka@higherheightsyouth.org

FLSA Status: Exempt

Higher Heights Youth Empowerment Programs, Inc. is proud to be an Equal Opportunity Employer. Employment with Higher Heights Youth Empowerment Programs, Inc. is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status.