



**Job Title:** CREWS Leader

**Reports to:** College Completion Advising Coordinator; Oakland Promise College Completion

**Term Duration:** 7/15/2020 - 6/30/2021

### **The Oakland Promise Mission**

The [Oakland Promise](#) is working to ensure that *every Oakland child will graduate from high school with the expectation, skills, and resources to complete college and be successful in the career of their choice*. The Oakland Promise includes four programs: Brilliant Baby, Kindergarten to College (K2C), Future Centers, and College Scholarships and Completion, that provide a cradle to career continuum of college-focused support for students. Our program strategies touch the lives of children and families in early childhood (ages 0-5), elementary, middle and high school; and culminate in multi-year scholarships and support for students in college. Our goal is to dramatically increase the number of college graduates from Oakland and ensure that all students, regardless of background, hold a college-bound identity.

### **CREWS Program**

CREWS provides an on-site peer support system for freshmen to address the challenges of adjusting to college life. In this program, CREWS leaders are current OP Scholars who share similar life experiences as Oakland Promise (OP) freshmen. Through CREWS, Scholars are exposed to resources for financial aid, tutoring services, health and recreation, internships, and so much more.

Under the supervision and with the guidance of the Oakland Promise College Completion Advising Coordinator, **the CREWS Leader will support first-year college students in college persistence and enrich their college experience**. The CREWS Leader will develop a sense of community among the CREW members and serves as a positive role model. The CREWS Leader facilitates the social, academic and personal adjustment of college with the students they serve.

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### **Accountability and Requirements as a CREWS Leader**

This is a yearlong (July 2020-June 2021), stipend position with mandatory training during the summer (July/August, dates TBD) and winter, as well as monthly CREWS Leader convenings.

*CREWS Leaders must...*

- Be a student currently enrolled full-time at a 2-year or 4-year college/university (excludes for-profit colleges)
- Have and maintain a cumulative GPA of 2.5 AND term GPA of 2.5

*Knowledge, Skills, & Abilities*



- Responsible, diligent and conscientious
- Have demonstrated leadership, mentoring and facilitation skills (or strong interest in developing such skills)
- Ability to establish rapport with a wide variety of people
- Design and implement experiences to meet specific established program goals
- Ability to evaluate situations, particularly in moments of crisis, and respond appropriately
- Good communication skills, ability to communicate well in group and individual situations
- A commitment to one's own personal and professional growth
- Work and communicate collaboratively with another co-CREWS leader, if applicable

### **Duties and Responsibilities**

- Plan and execute one (1) CREWS meeting a month on-campus. This includes securing meeting space and necessary materials
- Attend monthly CREWS Leader convenings led by College Completion Advising Coordinator
- Actively promote and encourage participation and attendance of CREWS meetings and Oakland Promise events
- Manage a caseload of 5-10 first-year Scholars to conduct 1:1 check-in's
- Coach CREWS students on personal and academic concerns
- Demonstrate commitment to college persistence and success through building relationships with relevant campus partners, administration and organizations
- Actively inform CREWS students of pertinent academic (i.e. Add/Drop/Withdraw deadlines), financial aid (i.e. FAFSA/Dream Act renewal) and housing and enrichment opportunities (i.e. career fairs, internships, study abroad) information
- Contact the appropriate Oakland Promise College Completion staff member on behalf of CREWS students regarding issues of concern
- Meet once a term with College Completion Advising Coordinator for program updates and progress

### *Administrative*

- Initiate and maintain regular communication with the students through email, social media, texting and/or phone calls
- Collect and report attendance data for every CREWS meeting or one on one session within 48 hours of when meeting occurred on through Form Assembly Links
- Track and maintain receipts of purchases made on behalf of CREWS
- Maintain regular communication with Oakland Promise College Completion Data Coordinator, including submission of monthly supervision reports
- Assist in special Oakland Promise events, if asked



If you have any questions/concerns, email Isabela Pante at [isabela@oaklandpromise.org](mailto:isabela@oaklandpromise.org). [Apply HERE](#).