

MATRICULATE

Associate, Advising Fellowship Experience and Impact
New York, NY

Position:	Associate, Advising Fellowship Experience and Impact
About Matriculate:	<p>Matriculate's mission is to empower high-achieving high school students from low-income backgrounds to make the leap to our nation's top colleges and universities. Our vision is that one day all the best students in America will have access to and be supported at top colleges—regardless of their income or background—which will give them a unique opportunity to change the trajectory of their lives and the lives of their families.</p> <p>Matriculate empowers teams of undergraduates to provide free virtual college advising to high-achieving high school juniors and seniors from low-income backgrounds. Equipped with more than 50 hours of training, undergraduate Advising Fellows provide the information, guidance, and support that these high school students need to apply to, gain admission at, and excel in the best institutions. Matriculate is working to build an America in which all talented students have a fair shot at top colleges and universities long reserved primarily for the elite.</p> <p>Matriculate is a founding partner of Bloomberg Philanthropies' college access and success initiative called CollegePoint, which aims to help as many as 65,000 students to apply to, enroll in, and graduate from the best colleges and universities.</p> <p>Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek to build a team that is active in contributing to advancing and sustaining a culture in which all lived experiences are welcome.</p>
Position Overview:	<p>Matriculate seeks a strong candidate to serve as a Associate, Advising Fellowship Experience and Impact. The associate will oversee the delivery and implementation of the Advising Fellowship program model across a selection of Advising Fellowships.</p> <p>This position requires drive and passion for our mission, paired with focus on strategic management of Advising Fellows (AFs) to ensure they provide outstanding support to High School Fellows (HSFs). The successful candidate will thrive in a highly collaborative environment, engage in data-driven decision-making, utilize excellent time and project management skills, highly adaptable, and be committed to continuous improvement.</p> <p>Associate, Advising Fellowship Experience and Impact report to a Manager on the Advising Fellowship Experience and Impact team, while working closely with the rest of the Matriculate team.</p>

	<p>This is a full-time position with a competitive salary and benefits package.</p> <p>This position is also open to current or former Advising Fellows, High School Fellows, and Head Advising Fellows who meet the required criteria. We will consider an alternative schedule for strong candidates.</p>
<p>Position Responsibilities:</p>	<p>This role’s primary responsibility is to oversee the implementation of the Advising Fellowship program model.</p> <ul style="list-style-type: none"> ● Collaborate with Matriculate team members and interact frequently with all levels of the Advising Fellowship and High School Fellowship. ● Ensure Advising Fellows (AFs) are consistently equipped with the content knowledge and advising skills necessary to yield the best outcomes for the high school students they are paired with. ● Confirm Matriculate’s High School Fellows regularly connect with Advising Fellows and achieve desired college application and enrollment outcomes. ● Ensure retention of Advising Fellows and High School Fellows through effective engagement and community building approaches within their fellowship and across fellowships. <p><i>Impact</i></p> <ul style="list-style-type: none"> ● Monitor consistency and quality of advising sessions between Advising Fellows and High School Fellows ● Monitor the progress of High School Fellows using qualitative and quantitative data from surveys, advisor deliverables, and in-person check-ins with advisors ● Track engagement of Advising Fellows to ensure high retention and a positive experience <p><i>Recruitment and Training</i></p> <ul style="list-style-type: none"> ● Support the recruitment of a high-quality team of student leaders and Advising Fellows at assigned fellowships in collaboration with Matriculate Recruitment and Training team ● Support the onboarding and training of Advising Fellows by facilitating assigned training modules, advising certification, and consulting on the development of training content as needed ● Assist with the development of a leadership pipeline within each Fellowship <p><i>Program Delivery & Implementation</i></p> <ul style="list-style-type: none"> ● Coach, support and manage Fellowship Leadership Teams by providing weekly supervision and feedback ● Consult on the development of internal strategies and measurement tools that help direct and monitor progress toward goals

	<ul style="list-style-type: none"> ● Ensure data collection processes are completed and actively monitored in operating systems and databases to track outcomes and impact ● Monitor quality of High School Fellow and Advising Fellow experiences; devise and implement strategies to ensure retention and outcomes in collaboration with team leads. <p><i>Commitment to Excellence</i></p> <ul style="list-style-type: none"> ● Collaborate across the Matriculate program to ensure maximum consistencies and efficiencies ● Develop expertise in the college access landscape ● Contribute to Matriculate’s culture of continuous improvement
<p>Candidate Qualifications:</p>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> ● A deep commitment to Matriculate’s mission and organizational values ● A bachelor’s degree ● One or more years of professional experience with demonstrated success ideally in: Youth development, College Access, Education-focused programming, Project management ● Program implementation background, including use of mixed data ● Effective written and verbal communication skills, including public speaking (for training and meeting facilitation) ● Strong attention to detail to support effective project execution ● Ability to build, strengthen, and leverage relationships to ensure a strong sense of community and collective impact ● The ability to work effectively with diverse groups of people, often in a virtual, setting ● Interest in working and contributing to continuous improvement and innovation ● Familiarity using various remote communication applications including Zoom, Google Hangout, and Skype ● Strong command of Microsoft Office suite, especially Word, Excel, PowerPoint; experience with Google Suite and Salesforce a plus ● Willingness to travel domestically potentially up to 25% (dependent on COVID safety and organizational policies on travel) ● Ability to work some evenings and weekends following anticipated program schedule and with early notice
<p>Location:</p>	<p>We have a flexible, hybrid model for NYC-based staff. Employees in other areas are fully remote.</p>

Compensation:	Salary range of \$59,085 - \$66,281, commensurate with experience. In addition, Matriculate offers a comprehensive benefits package.
To Apply:	<p>Submit an email with the following details and attachments to careers@matriculate.org.</p> <ul style="list-style-type: none">• Update the subject line to: "Associate, AFEI – [your name]"• Attach PDF versions of your cover letter, resume, and a nonfiction writing sample <p>Applications that are not submitted in accordance with these instructions or are missing documents will be deemed incomplete and will not be considered.</p> <p>All applications will be reviewed on a rolling basis until the role is filled.</p> <p><i>Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek team members who will be active contributors to advancing and sustaining a culture in which all lived experiences are welcome.</i></p> <p><i>We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization.</i></p> <p><i>All qualified applicants are encouraged to apply.</i></p>