THE CHALLENGE

Completing a college credential or degree has never been more critical to economic success. However, nationwide, more than 29 million students have enrolled in college and left without receiving a degree or certificate. A disproportionate number of these “some college no degree” students are students of color.

With a completed degree or industry credential in hand, more Colorado residents could enter higher-paying jobs and advance the economic well-being of their families and communities.

THE SOLUTION

The Colorado Department of Higher Education’s Colorado Opportunity Scholarship Initiative (COSI) and One Million Degrees (OMD) have launched a new initiative, “Finish What You Started, (FWYS)” a two-year pilot program providing wraparound support services for Adams County, CO adults, aged 25+, to obtain college credentials or degrees. OMD will work closely with COSI, community-based organizations, and local college partners to recruit and enroll returning students and measure persistence towards degree completion, and improved earnings in the workforce.

OMD is dedicated to providing comprehensive supports to college students, accelerating their progress on career pathways to economic mobility. OMD’s model, which combines academic, personal, professional, and financial supports, is changing the education landscape. According to early results from a randomized controlled trial conducted by the University of Chicago, OMD’s community college scholars are 47% more likely than their counterparts to continue from one semester to the next as a full-time student.

Position Summary:
OMD is seeking an entrepreneurial self-starter with a passion for people and a belief in the transformative power of education and opportunity.
Reporting to the Manager of Student Success and Persistence, the Student Success Navigator serves as the heart of OMD’s Scholar Support Model, responsible for effectively managing a caseload of scholars and ensuring their successful persistence and completion of their degree or credential as well as a successful transition to their next step plan of continuing education or (re)entering the workforce.

The OMD Student Success Navigator will collaborate with public institutions across the state of Colorado to support students in completing their education, specifically splitting their time between Front Range Community College and Metropolitan State University of Denver, with some required travel to non-profit and community partners within Adams County. (Please note that in light of COVID, duties will be performed remotely until at least July 2021).

Specific duties and responsibilities include:

Scholar Engagement and Support (50%)

- Implement OMD’s comprehensive scholar support model with fidelity to ensure scholars are meeting their individual academic, personal, and professional goals and are on track for timely completion of their degree or credential
- Build strong working relationships and rapport with scholars via continuous engagement and conversations focused on their academic success and progress/performance in the Finish What You Started program
- Serve as a thought partner to assist scholars in exploring solutions to problems; refer scholars to resources at the college and within the community
- Meet and communicate with all scholars frequently to support their persistence in the face of obstacles that could derail progress toward goals

Data Collection and Analysis (10%)

- Maintain accurate and timely data collection and case notes utilizing Banner, Navigate and Salesforce in order to track scholars’ progress through the program and share high level progress data with campus and OMD leadership, and respective FWYS core implementation team members
- Using the relevant data system, gather and track student information including, but not limited to, scholar interactions, goals, concerns, grades, and program participation; scholar deliverables such as student service usage, FAFSA and resume completion, 4-year college or job applications
- Identify patterns within the scholar engagement and performance data and work collaboratively with the FWYS teams to design and implement strategies and supports to address these issues
Partner Engagement and Management (10%)

- Develop collaborative working relationships with campus and community stakeholders to ensure high-quality and responsive implementation of the One Million Degrees model.
- Attend campus and community programming and maintain regular meetings with student support staff to stay current on the availability of college and community resources; efficiently connect scholars to the appropriate support service.
- Maintain awareness and understanding of the FWYS partner collaborations and the role of the FWYS core implementation team, including but not limited to The Rocky Mountain Partnership, the Colorado Opportunity Success Initiative (COSI), Adams County Workforce, and Third Sector.
- Represent OMD within the Rocky Mountain Partnership Collaborative Action Network to support alignment of efforts with cross-sector partners.

Curriculum and Facilitation (10%)

- Be an active member of the team modifying and adapting the OMD Scholar Curriculum to fit the Adams County college student population.
- Plan and execute monthly Scholar development sessions, scholar orientation, and other scholar development events in collaboration with OMD staff and campus partners.
- Implement high quality, engaging programming aimed at building scholar community and reinforcing growth mindset and non-cognitive skills.

Recruitment (100% during ramp up phase May 2021-September 2021, ~15-20% during academic year)

- Support implementation of comprehensive scholar recruitment plan, including outreach and collaboration with college partners, non-profit/community-based referral partners, faith-based organizations, veteran support, and human services organizations, etc.
- Support the distribution of recruitment materials, social media, and other promotions that market the OMD opportunity to key stakeholders and potential scholar applicants.
- Support all local recruitment and onboarding activities, ensuring recruitment targets are met and that all admitted scholars are supported through the enrollment and onboarding process.
Qualifications and Requirements:

Education: Bachelor’s degree

Experience:
- Must have prior work experience within Adams County and knowledge of the services and resources available to students
- 2+ years (or equivalent) work experience, preferably in higher education or human services
- Experience having direct accountability for the achievements/outcomes of a group of individuals (caseload management experience is a plus)
- Service fellowship experience such as AmeriCorps is a plus
- Experience supporting students through the financial aid process
- Experience working with community-based organizations a plus

Skills:
- Project Management – Proven success in a project leader role with multiple stakeholders
- Communication – Strong verbal and written communication skills; proven ability to effectively communicate with diverse audiences, especially adults and older youth
- Data – Ability to accurately manage data and make data-driven decisions
- Bilingual Spanish speaker is a plus

Traits:
- Builder/entrepreneur – Enjoys building new things in a fast-paced environment, evidence of success in the face of ambiguity
- Independent operator – Proven results delivery without direct supervision. Able to make day-to-day decisions that affect others and solve problems on-the-fly
- Empathy – Evidence of trust-based relationships with individuals of differing backgrounds.

Compensation and Benefits for Full-time Employees:
- **Salary** – $40,000 baseline
- **Health Benefits** – Full health insurance for the employee, including medical, dental, and vision.
- **Retirement Benefits** – After 90 days, employees are eligible for a Simple IRA plan with matched contributions up to 3% of salary
• **Professional Learning Opportunities** – OMD supports employee development in areas relevant to professional and organizational goals and will pay for training such as workshops and conferences as agreed upon by employee and supervisor.

• **Paid Time Off** – Up to 15 days PTO plus 10 paid holidays.

To apply, submit cover letter and resume to careers@onemilliondegrees.org and type “OMD Student Success Navigator” in the subject line of the email.

*One Million Degrees is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.*