



SBCC Promise Coordinator

The SBCC Foundation is seeking candidates for the position of **SBCC Promise Coordinator**. The SBCC Promise Coordinator supports the operation of the SBCC Promise. Established by the SBCC Foundation in 2016, the SBCC Promise is 100% privately funded by donations to the SBCC Foundation and is a national leader in the College Promise movement. The SBCC Promise offers two full years of support (tuition, fees, books, and supplies) to qualifying local students. Complete details on qualifications and a program description are available at SBCCPromise.org.

WHO WE ARE:

The **SBCC Foundation** is a national leader in community college philanthropy. Since 1976 it has provided Santa Barbara City College with private support, serving as the vehicle through which individuals and organizations may invest in the college and its students. As an independent 501(c)(3) non-profit organization, with assets of more than \$80 million, the Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise, offering all recent local high school graduates the opportunity to attend SBCC full-time at no cost), scholarships, book grants, and other critical needs of the college. The SBCC Foundation fuels the excellence of Santa Barbara City College by engaging the community, building relationships, and inviting the generosity of donors. The resources raised and managed by the Foundation enrich college programs, remove barriers, and empower students to succeed as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

THE ROLE:

The **SBCC Promise Coordinator** is responsible for the following:

SBCC Promise General Operations:

- Develop knowledge of SBCC Promise and SBCC systems, including, but not limited to: orientation, registration, academic advising, catalog, schedule, website interpretation, transfer information, financial aid application, and connections to student activities, clubs, and other support services.
- Coordinate SBCC Promise social media posts, including taking event photos, strategizing content, and posting to Instagram and other platforms.
- Assist with customer service in the SBCC Promise office.
- Working closely with the SBCC Promise Manager, coordinate data analysis and reports.

- Maintain a positive image of the Foundation to staff, students, and the public, which includes planning, developing, and conducting related outreach, career fairs, and college visitations.
- Attend scheduled meeting with the SBCC Promise Manager.
- Perform other duties as assigned.

SBCC Promise Outreach:

- Assist students in completing SBCC Promise enrollment and eligibility forms.
- In collaboration with SBCC partners, assist students at outreach events and workshops with the steps to enrollment (including, but not limited to, applications to SBCC, registration, orientation, and financial aid applications).
- Participate in outreach activities (ex: presentations, events) at local high schools and other community events.
- Refer students to admissions, counselors, and financial aid staff to provide students with the resources and knowledge needed to make matriculation decisions.

SBCC Promise Retention and Support:

- Provide support to SBCC Promise students throughout the academic year through appointments, office hours at the SBCC Foundation and at other SBCC campus locations.
- Assist students with SBCC Promise eligibility requirements, including maintaining full-time enrollment, appointments with counselors, and annual financial aid applications.
- Assist students with other academic and student support services, as needed, including orientation services, tutoring and learning resources, basic needs support, technology assistance, health and wellness, equity centers, and other support programs.
- Refer students to external community resources, as appropriate.
- In collaboration with the SBCC Promise Club Advisor, provide assistance to the SBCC Promise Club, as needed.

WHAT YOU BRING TO THE TABLE:

- Associates Degree, or comparable experience, preferred.
- Experience working with students, and a working knowledge of financial aid systems and other academic and student support services and processes.
- Excellent analytical, verbal, and written communication skills.
- Excellent planning and organizational skills, including the ability to anticipate tasks, take initiative, set priorities, and meet deadlines.
- A creative, solutions-oriented approach to problem solving.
- Understanding of confidentiality and privacy related to storing and sharing student information.
- Bilingual Spanish/English preferred.
- Must be familiar with word processing and spreadsheet software; proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Proficiency in Gmail, Google Suite.
- Ability to follow oral and written direction.
- Ability to develop warm and friendly relationships at work.

- Ability to interact courteously and respectfully with colleagues and students.
- Ability to exercise safe work habits.
- Knowledge of laws, regulations, policies, and procedures required to perform the duties of this position.
- Ability to use office equipment including telephone, copier, calculator, computer, and others as required.
- Regularly required to stand, walk, and sit. Some lifting (up to 50 lbs) and other physical responsibilities that come with the job.
- Reliable transportations to/from work; valid driver's license with good driving record; current auto insurance is required if driving on company business.
- Strong interest in and commitment to the role of higher education in advancing personal success, community strength, economic advancement, and social equity;

COMPENSATION:

The SBCC Foundation is committed to offering competitive compensation. The wage range for this position is \$29 - \$32 per hour commensurate with experience. A generous benefits package includes a comprehensive health plan, 403b match, and professional development support.

TO APPLY:

Send a cover letter and resume to morris@sbccfoundation.org.

No phone calls, please.

The position is open until filled.

References and other materials may be requested at a later date.