

## Job Description

### **Associate Program Director, College and Career Success**

Building STEPS (Science Technology And Education Partnerships Inc.) is a non-profit built on one simple principle; a college education changes a person's life. True to our mission, Building STEPS equips our city's brightest students with the tools to propel them to college and career success. Through multi-year comprehensive and progressive programming that includes Juniors Seminars, Summer Experience, College Workshops, College Connect and Alumni Support, 80% of our program graduates earn a college degree.

#### Position:

The Associate Program Director College and Career Success is a full-time professional dedicated to our students' college and career success. This position plans, facilitates and implements the internship piece of Summer Experience, and is responsible for programming integral to college persistence and completion. The Associate Program Director is engaged directly with our students, Board and program partners and reports to and works closely with the Chief Program Officer.

#### Responsibilities:

- Maintain existing internship partnerships and cultivate new internship placements that offer a breadth of STEM oriented work experiences;
- Match rising high school seniors to summer internships that will encourage career exploration;
- Coordinate and manage all YouthWorks logistics;
- Provide direct support to ensure college persistence and completion, including informal counseling, campus visits and regular communications;
- Connect college students with campus resources and create campus-based peer groups;
- Engage families in college access, persistence and completion programs and strategies;
- Create programming to support the transition from college to career;
- Advance the goals and objectives of Alumni Council;
- Maintain student database;
- Assist with additional projects as requested.

#### Required Qualifications:

- Commitment to Building STEPS' mission and our students
- Experience working with undergraduate college students
- Familiarity with public and private financial aid
- Strong verbal and written communication skills
- Self-starter comfortable working on multiple projects and deadlines
- Bachelor's Degree
- Proficiency with Microsoft Office

#### Salary:

Salary is commensurate with experience and position includes limited benefits. Building STEPS is located on the campus of Towson University.

Interested applicants should submit a cover letter and resume to [info@buildingSTEPS.org](mailto:info@buildingSTEPS.org)