

## CO-PALS Navigator Job Description

The Colorado Community College System (CCCS) in conjunction with this institution, \_\_\_\_\_ seeks a college and career and college “Navigator” for the CO-PALS (Colorado Policy, Analytics, and Learning at Scale) grant-funded project, a collaborative effort among CCCS, Colorado State University-Global Campus, and College in Colorado. This position will serve as the primary contact among transitioning students, community colleges, high schools, and CSU-Global.

### Essential Functions

- Develop outreach strategies for at-risk student participation in the CO-PALS program
- Develop 1:1, trusting relationships with at-risk high school, adult education, and associate degree students to foster education and career success skills through educational case management and academic and career guidance
- Facilitate at-risk student transitions into associate’s degree programs by creating informational and social networks, escorting them through college admissions processes, including financial aid and student services, and connecting students with campus support programs
- Support transition processes in conjunction with CSU-GC advising staff for students transferring from associate degrees to CSU-GC baccalaureate programs
- Provide guidance through development of individual career and academic plans (ICAPs) with students to identify career pathways and set goals to complete associate degree programs, transfer to CSU-GC, and
- Identify support resources and success strategies for academic success
- Troubleshoot life barriers to support academic success
- Foster motivational skills within the students in relation to college persistence
- Follow up regularly with students to support college persistence and retention and to support eventual transfer to a CSU-Global baccalaureate program
- Develop strong relationships and interface with admissions, student services, and financial aid staff to build awareness of program and foster support for students
- Develop strong relationships with college faculty to build program awareness and seek faculty/student mentoring opportunities
- Develop strong relationships with CSU-GC advising staff to ensure seamless transition for students completing associate’s degrees and entering baccalaureate degrees
- Travel to community colleges, high schools, and adult education centers for outreach purposes
- Articulate processes and progress in written format with adherence to established timelines
- Collect student data for internal project analysis
- Travel to and participate in grant-related professional development opportunities

### Minimum Qualifications

- Bachelor’s degree from an accredited institution, preferably in a field of study that enhances the individual’s ability to assist at-risk students in an academic environment
- One year of experience in an academic or educational environment working with at-risk students in one-on-one situations
- Strong interpersonal skills
- Strong organizational skills
- Experience with collecting data, tracking outcomes and/or writing reports
- Ability to identify realistic goals and expectations with students
- Attitude of optimism and ability to inspire confidence
- Knowledge of financial aid processes as related to a student career and academic goals
- Two years of responsible professional experience that includes implementation of new processes and communication systems

**Preferred Qualifications**

- Master's Degree, preferably in Higher Education or a field of study that enhances the individual's ability to assist at-risk students in an academic environment from an accredited institution.
- Knowledge and skill for implementing Individual Career and Academic Planning strategies and advising techniques
- Knowledge of Banner and Microsoft office suite
- 2-5 years of student services experience, preferably in a community college setting
- Experience teaching in secondary and/or post-secondary adult education systems, teaching college and career success courses