

**AchieveMpls Job Posting:**  
**Career and College Readiness Coordinator**  
*Southwest High School*

**Position Description**

The career and college readiness coordinator co-manages our Career & College Center at Southwest High School in Minneapolis Public Schools (MPS). As a key member of the counseling team, they directly advise and guide students in their career and postsecondary exploration and planning. They also support the development and implementation of career and college readiness systems and activities in partnership with school and community-based staff. This is a full-time, 11-month salaried position (off in July) that reports to the AchieveMpls career and college readiness manager.

**About Highland Park Senior High School**

Southwest is an authorized International Baccalaureate (IB) World School with a rigorous academic program that prepares students for college and career readiness. Southwest provides a learning environment where all students can achieve their personal best. We place a high value in the richness that comes from diversity of ideas, experiences, beliefs and backgrounds interacting within our community. Students are challenged to think critically and engage in what they are learning. All 9th and 10th grade students participate in the Middle Years Program (MYP). Learn more at <https://southwest.mpls.k12.mn.us/index.aspx>

**AchieveMpls Career & College Centers and Career Pathway Centers**

AchieveMpls provides guidance and resources for thousands of students each year through our 19 centers in Minneapolis and Saint Paul public schools high schools. Our personalized advising helps students explore and chart their career course, make a plan for success after graduation and pursue postsecondary education opportunities, including two or four-year college, apprenticeships, technical training, military service and other pathways. Our professional staff include licensed school counselors, social workers, admissions experts, educators and youth workers. We are experts in helping students develop and pursue the best postsecondary plans for their individual career and life goals.

**The Young People We Serve**

Twin Cities youth are our emerging leaders – talented, capable and ready to learn. We believe in the power of career and postsecondary readiness to enable young people to imagine and live rewarding lives, and we prioritize services for our students who face systemic barriers to access. 70% of Minneapolis Public Schools students are youth of color, 60% are eligible for free or reduced lunch, and 32% call a language other than English their home language, with nearly 90 different languages spoken in the district. In Saint Paul Public Schools, nearly 80% of students identify as non-white, two-thirds are eligible for free and reduced lunch, and over 125 languages and dialects are spoken in the district.

**Duties and Responsibilities**

***Provide individualized and culturally responsive advising to students in their postsecondary planning process:***

- Support students in *exploring and preparing* their postsecondary plan, including researching career fields/clusters/pathways and determining appropriate postsecondary match and fit.
- Assist students in *executing* their postsecondary education or training plan, including researching and applying to colleges or universities, apprenticeships, skilled trades and other programs.
- Support students in *identifying how they will finance* their postsecondary plan, including completing FAFSA/ MN Dream Act and scholarship applications, interpreting financial aid award packages and budgeting.

- Assist students in *preparing to enter the workforce*, including building resumes and exploring high-wage, high-demand entry level positions with local employers.
- Maintain accurate records and monitor data on students' postsecondary planning progress.

***Coordinate resources and experiences to support a robust career and college readiness (CCR) culture:***

- Create opportunities for students to explore career fields, develop their interests and network with career professionals and/or education and training program representatives.
- Assist students in connecting with college representatives and visiting college campuses.
- Plan annual school-wide college fair in collaboration with Minnesota Association of Counselors of Color.
- Host information sessions and financial aid workshops for students and families on topics related to postsecondary options.
- As applicable, coordinate college access programs at the school site and serve as a liaison to the counseling department to support alignment of services and positive student outcomes.

***Support partnership development and collaborative career and college readiness (CCR) systems-building:***

- Build partnerships with key stakeholders in the school to strengthen equitable CCR systems.
- Partner with school counselors to provide all students with career and college planning opportunities, and specifically promote access for students from identities that are underrepresented in high-earning fields and postsecondary institutions.
- Communicate regularly with school administration, counseling team and building staff on issues related to CCR, including progress towards the school's CCR goals.
- Maintain up-to-date knowledge of district CCR system and counselor-led CCR curriculum.
- Collaborate with Work Based Learning coordinators and Career and Technical Education coordinators where relevant.
- Attend all relevant professional development related to AchieveMpls and district counseling teams, and seek out opportunities for ongoing professional learning and growth.

**Required Qualifications and Experience**

***Required:***

- Ability to work effectively and build trusting relationships with young people, centering their individual identities and experiences.
- Ability to work collaboratively with school staff and community partners to support student outcomes.
- Commitment to anti-racism and increasing equity in access to postsecondary opportunities.
- Current knowledge of career pathway options, training and degree requirements and college application processes and resources
- Prior experience working with young people, particularly in academic or school settings.
- Ability to work collaboratively with school staff, community organizations, families, college admissions staff, business representatives, volunteers and other community stakeholders.
- Strong interpersonal skills and experience working as part of a team.
- Bachelor's degree (or higher).

***Preferred:***

- Experience working within public school systems
- Master's degree in counseling, social work, higher education or related field.

**Salary Range**

\$52,000-\$58,000 depending on experience. Benefits include HSA, medical, dental, vision, life insurance, paid holidays, paid time off, professional development and more.

### **Application Instructions**

Send letter of interest and resume to [HR@achievempls.org](mailto:HR@achievempls.org). Applications are welcomed from a broad range of applicants. Applications received prior to **January 3** will receive priority. This position is open until filled.

### **AchieveMpls is an Equal Employment Opportunity Employer**

#### **About AchieveMpls**

AchieveMpls rallies community support and delivers best-in-class programs to inspire and equip young people in Minneapolis and Saint Paul for careers, college and life. Our vision is that all students have full and equitable access to postsecondary education and career opportunities, creating a more just and vibrant community. We manage Career & College Centers and Career Pathway Centers in 19 Minneapolis and Saint Paul public high schools; collaborate with our partners to provide paid career experiences for Minneapolis youth through the Step Up Youth Employment Program; direct the Achieve College Internships program; engage career exploration volunteers; raise financial support for MPS strategic priorities; and administer MPS school funds and scholarships. Learn more at [www.achievempls.org](http://www.achievempls.org).

#### **Our Commitment to Equity**

AchieveMpls is committed to hiring talented individuals who are passionate about our mission and represent the diverse identities of the communities we serve. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.