COLLEGE SUCCESS NAVIGATOR
Job Description
$15.00/HOUR – ONE YEAR COMMITMENT REQUIRED – 10 HOURS PER WEEK
(August 2017- June 2018)

The Kelly Ethnic Cultural Center
In support of the University of Washington goals, the Kelly Ethnic Cultural Center (Kelly ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Kelly ECC provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

The College Success Navigator position is a student leadership opportunity at the Kelly ECC. The program term is for the 2017-2018 academic year and will be working closely with the Leadership Without Borders (LWB) staff. All College Success Navigators are required to participate fully in all trainings and operational exercises. College Success Navigator Training dates are TBD.

Duties and Responsibilities
The College Success Navigators will work closely with the Kelly ECC to support the retention and graduation of Leadership Without Borders students through community building, engaging students in campus life, and helping to connect students with campus and community resources. ECC and LWB staff will work with College Success Navigators to establish goals, and outline expectations in support of scholar retention and graduation.

Each College Success Navigator is expected to work 10 hours per week. Additional hours may be available for work related events and College Success Navigator trainings with prior written approval from LWB supervisor and coordinator.

Duties Include:
• Support and mentor LWB students as they pursue and achieve their goals
• Share experiences and lessons learned regarding your own educational career
• Conduct check-ins with students to assist them in accessing campus and community resources and provide referrals to campus staff
• Work in conjunction with the campus staff to sponsor/coordinate activities in support of campus community building efforts
• Maintain weekly check-ins with LWB supervisor and coordinator
• Conduct face-to-face contact with each student on a regular and ongoing basis, once per month minimum
• Be a visible, active and positive presence in the campus community
• Work individually and collaboratively to help students maintain communication with campus and local service providers
• Perform a variety of administrative duties, including but not limited to: completing and submitting a bi-monthly student tracking log, timesheet and narrative report and completing monthly expense reports
• Participate in regularly scheduled trainings and conference calls and campus team meetings.
• Assist with the organization and/or facilitation of student workshops, orientations sessions or other student events.

Qualifications:
• Attend mandatory training sessions (including New Employee Orientation, operation trainings, health & safety trainings, etc.)
• Strong written and verbal communications skills
• Proactive, flexible, and professional manner
• Excellent interpersonal and organization skills
• Ability to maintain confidentiality
• Ability to work well individually and as part of a team
• Available to work 10 hours per week
• Maintain a minimum 2.75 cumulative GPA
• Current Enrolled student in 2nd, 3rd, or 4th year of school
• Ability to get projects completed in a timely manner
• Ability to respond to communication such as email, texts and calls in a reasonable timely manner
• Ability to lift 10-20 lbs of weight, ability to carry 5-10 lbs of weight

Work Environment and Physical Demands:
The work environment and physical demands described here are representative of those required by an employee to perform the responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands:
Use of a computer and phone to access information;
Occasional standing, walking, lifting needed to carry out everyday activities;
Travel is required 0 - 10% of the time.

Reports to: Leadership Without Border Services Coordinator

Educational Benefits
The College Success Navigator will have the opportunity to develop critical-thinking and problem solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. This person will also be able to develop organizational, managerial, logistical and communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.

To Apply:
Each applicant must submit a letter of interest, and resume. Applicants will be screened and interviews will be conducted by College Success Foundation and Kelly ECC Leadership Without Borders staff. The letter of interest should include why the applicant is interested in the position; provide examples that support and address the applicant’s experiences and/or goals that have led them to this opportunity and
provide specific examples from their current and/or previous activities (employment, life experiences, coursework, volunteer, teaching experience, etc.).

Send all application material to Rosa Ramirez, rosaelia@uw.edu, or drop them off at the Samuel E. Kelly Ethnic Cultural Center: 3931 Brooklyn Ave NE, Seattle, WA 98105

To learn more about the College Success Foundation, please visit our web site at http://www.collegesuccessfoundation.org

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

The Samuel E. Kelly Ethnic Cultural Center values having an inclusive work place that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.

For information or to request disability accommodation contact: Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at dso@uw.edu. You can also visit the site at http://hr.uw.edu/dso/.