



Job Title: College Access Coach

Position Type: Full-time/Part-time available (some evenings and weekends)

Pay: Commensurate with experience

Location: Detroit, MI (with travel to partner high schools)

Are you a trained college advisor or have professional experience working with first-generation high school students?

Are you passionate about supporting the fastest growing minority group of next generation leaders?

Do you want to help students get into the best fit college and ensure they are set up for their future success?

If so, join us on our journey to economically empower *La Próxima Generación* (the next generation) of youth.

We are a nonprofit organization working to break the cycle of poverty by accelerating economic mobility through education and early career support for first-generation students. La Próxima Generación program supports students through critical transitions, from junior year of high school through college and early career.

Position Summary

College Access Coaches (CACs) play a vital role in the La Próxima Generación program by directly supporting high school students one-on-one as they navigate the complex journey of college access. As a CAC, you will serve as a guide, mentor, and advocate for high school students as they navigate the college application and decision-making process. This role requires a strong commitment to supporting students from diverse, low-income backgrounds, many of whom are first-generation college students. The ideal candidate will bring experience in college access and admissions, a deep understanding of the needs of low-income and first-generation students, and a passion for empowering students throughout their educational journey. Additionally, candidates should be ready to utilize MiHC's toolkit (including MiHC's CoPilot, La Puerta, and CareerSpring online tool), participate in MiHC-provided training, and collaborate closely with program staff & leadership.

Responsibilities

Job responsibilities include but are not limited to:

- Conduct one-on-one student meetings with assigned students at a frequency determined by MiHC program structure.
- Build relationships with MiHC scholars to effectively serve as a guide, advocate, and mentor.
- Maintain relationships at MiHC partner high schools to further support MiHC scholars.
- Support students in completing necessary tasks related to college access, including but not limited to FAFSA completion, college applications, matriculation tasks, and career exposure.
- Maintain student data in MiHC's databases to monitor student progress.
- Leverage and enhance existing resources, research, and learning opportunities through MiHC's partnerships.



- Engage with students through a variety of methods to encourage meaningful participation in the MiHC program.
- Collect and synthesize success stories to establish and strengthen a college-going culture in the community.
- Serve on cross-functional committees or working groups, contributing to discussions and initiatives.
- Other duties as assigned.

Skills & Qualifications

- Passion for MiHC's mission, goals, and priorities.
- Bachelor's Degree from an accredited 4-year university is required.
- Minimum of 3 years of experience in college counseling, college advising, or a related field.
- Mastery of college access, college persistence, and proficiency in Co-Pilot, following MiHC-provided training.
- Relationship building experience with high school students.
- Excellent interpersonal and communication skills, with the ability to manage professional relationships across diverse stakeholders.
- Adaptable, collaborative, and flexible.
- Preference for demonstrated experience working with first-generation and low to moderate-income students.
- Student-focused: capable of adapting to diverse student needs.
- Broad experience supporting high school students overcoming challenges and achieving success.
- Competency assisting high school students find the best fit college.
- Fluency in Spanish is preferred but not required.

If you are interested, please send a cover letter and resume to mihc@mihc.org.