



## **Monarch School Project**

### **Alumni Program Retention Specialist**

#### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

#### **Position Summary**

The Alumni Program Retention Specialist provides targeted support for alumni to promote program completion. In this role, the Alumni Program Retention Specialist will maintain a caseload of Monarch Alumni to coach and support their academic success in various postsecondary programs including but not limited to community college, 4-year universities, and vocational training programs.

#### **Reporting Relationship**

The Alumni Program Retention Specialist reports directly to the Alumni Program Manager. The Alumni Program Retention Specialist will work closely with Director of Family and Alumni Engagement

#### **Supervisory Responsibilities**

This position does not have any supervisory responsibilities.

#### **Position Responsibilities and Responsibilities**

- Provides individual academic advising services for each alumni based on their program of study including a semester by semester academic plan
- Meet with alumni on caseload weekly
- Provides targeted academic intervention
- In conjunction with the Life Skills Manager, coordinates tutoring services
- Teach, coordinate and support Social Emotional Learning courses
- Support and collaborate with the Life Skills, Academic Intervention, Emotional Support, Afterschool, Student Engagement, and Family Engagement teams.
- Utilizes data to guide interventions and monitors effectiveness and student progress

- Assists alumni in accessing on campus resources
- Provides instruction and coaching on navigating post-secondary student portals, study skills, time management, and academic planning
- Coaches alumni on how to navigate administrative serves at the post-secondary level
- Assists alumni in completing the financial aid process including but not limited to completing financial aid applications and coaching alumni on how to submit financial aid documents
- If applicable, coaching alumni on the DSPS/DSS enrollment process
- Creates and maintains relationships with student support service staff at local universities, vocational training programs, community colleges and colleges
- Coordinates dorm room drop off and dorm supply shopping with the alum and their family members
- Coaching alumni on the academic probation process, including SAP appeals, and provides interventions to help alumni get back to satisfactory academic progress
- Assists alumni in accessing textbooks, school materials, uniforms, and specialized tools based on the program of study
- Creating a system of identification based on schools and majors to support alumni with building community, access to resources and address overall higher education needs
- Other responsibilities as assigned

### **Education and Experience**

- Bachelor's Degree in related field (education, social work, human services), minimum 2 years' experience in academic advising at the high school or post-secondary level.
- Experience working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting unhoused students and families.

### **Preferred Skills**

- Bilingual English/Spanish preferred but not required

### **Certificates and Licenses**

- A valid California Driver's License

### **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**Equal Opportunity Employment:**

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Job Status and Compensation**

This is a full-time, hourly position, with pay starting at \$20-\$22/hr.

Benefits include PTO starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

**Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with "Alumni Program Retention Specialist" in the subject line. This position will remain open until filled.