

KIPP Through College Alumni Advisor

Background

KIPP Tulsa College Preparatory (KTCP) is one of 141 tuition-free, open-enrollment college-preparatory KIPP (Knowledge Is Power Program) schools operating in low-income urban and rural communities throughout the country. KIPP Tulsa's mission is to *empower all students with the academic, character and life skills necessary to succeed in high school, college, and the competitive world*. KTCP opened its doors in July 2005 with 90 fifth graders, and the school currently has 320 students in grades five through eight. Over the next six years, KIPP Tulsa is planning to open an additional middle school, two elementary schools, and a high school. Working at KIPP Tulsa is about being **student-focused**. It's about **teamwork**. It's about having **fun**, and having the freedom to work in ways that are most successful for our students. It's also about transforming our community by ensuring our KIPPsters make it TO and THROUGH college and, then, return to and lead our city.

Description:

The KIPP Through College (KTC) Alumni Advisor is responsible for supporting KIPP Tulsa's KTC department. The KTC department supports current students, as well as, alumni of KIPP Tulsa College Preparatory to and through college. The KTC Alumni Advisor is the main point of contact for all KIPP Alumni who are in high school or have matriculated to or seek to attend college. The Alumni Advisor builds relationships with students via social media, email, phone calls, school visits, one on one meetings, and group social events. The Alumni Advisor will do whatever it takes to support each student's successful journey to college graduation. This role requires excellent communication skills, attention to details and deadlines, and strong planning and consistent execution of programs.

Duties and responsibilities include, but are not limited to the following:

- **Data Collection & Maintenance**
 - Update and maintain KTC Alumni Database by inputting and tracking alumni contact information, as well as academic and social progress of all alumni.
 - Serve as point person with KIPP Foundation's Alumni Services team in regards to database management.
- **Programmatic Support / Event Planning**
 - Support KTC team with the planning, organizing, and execution of the annual alumni events (college fair, ACT Registration nights, college bound celebration, pennant ceremony, etc).
 - Collaborate with KTC team in planning and executing of school-based alumni reunions.
 - Serve as the co-editor of the quarterly alumni newsletter.
- **Alumni Communication**
 - Lead and manage KTC's social networking platform (i.e. Facebook) to foster communication with alumni.
 - Organize and facilitate regular mailings and other "touch points" to alumni.
 - Manage, support, and develop college ambassadors and KIPP Through College interns.
 - Coordinate KIPP alumni who wish to volunteer with KIPP Tulsa.
- **Alumni Support Services**
 - Ensure that alumni receive the academic and college preparation tutoring, services and information they and their families need to submit competitive applications to the region's most selective colleges and universities.
 - Research, compile, and maintain summer opportunities database (programs, internships, etc.) and scholarship database.

- Update and maintain College Preview Day calendar and KIPP to College Plans for high school age alumni.
 - Coordinate community volunteers who wish to provide tutoring services and assistance with the college application process for alumni.
 - Coordinate services with community partners (i.e. YMCA Reach & Rise Mentoring program)
 - Other duties, as assigned by KTC Coordinator.
- **College Advising**
 - Manage a case load of target four-year college alumni providing advising services focused on college persistence, college completion, and career readiness.
 - Track data (contact information, grades, scholarships, etc.) using the Alumni Services database.
 - Support alumni in maintaining/improving college financial aid packages.
 - In conjunction with the KTC Coordinator, develop and maintain contacts at local colleges and universities in an effort to provide best alumni support and potential alumni clustering, especially to the region's selective and highly selective colleges and universities that have the highest graduation rates.
 - Research/assist alumni with placement in summer opportunities/programs/internships.
 - Collaborate with KIPP Tulsa leaders to identify alumni to speak at KIPP Tulsa school events and presentations.
 - Provide KTC with feedback regarding academic rigor, school culture, and counseling services of the various high schools and colleges where KIPP Tulsa's alumni KIPPsters attend.

Salary & Benefits

This is a full-time, exempt position. Salaries are competitive with the local public schools and regional charter schools. Competitive benefits package includes health coverage (medical, dental, vision), Oklahoma State Teachers Retirement participation, life insurance, and long-term disability.

To Apply:

If you are highly committed to closing the achievement gap for traditionally underserved students please apply directly online at <http://kipptulsa.org/careers/>. Click APPLY. Then choose the best job you will ever have and complete the application process. KIPP Tulsa's Selection Team will review your resume and application within one week. If KIPP Tulsa decides to invite you for an interview, a member of KIPP Tulsa's leadership team will contact you. If you have questions, do not hesitate to contact KIPP Tulsa at 918-794-8652 or by email at careers@kipptulsa.org.

An equal opportunity employer, KIPP Tulsa does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.