Tarrant To and Through Partnership (T3)
Director of College Access
Position Description

Tarrant To & Through (T3) is seeking a Director of College Access who has a strong track record helping students make strong post-secondary choices positioning them for post-secondary success. The Director will lead T3’s work to help students successfully select, enroll in and matriculate to post secondary studies.

This position reports to the Executive Director and will play a key role in ensuring that Tarrant To & Through realizes its vision of increasing post-secondary enrollment and completion (including certificate, credential, 2 yr, 4 yr and military) in Tarrant County in order to improve overall quality of life and position Tarrant County as a leading producer of high-quality talent.

Responsibilities

Program Design

- Design and execute the overall strategy in partnership with local school districts to ensure each student is receiving the supports necessary to navigate their way from high school to post-secondary success
- Possess and develop expertise in retention methods for all students and inform the team of developing theories and best practices
- Create, administer, and manage student and parent texting campaigns
- Design and monitor all student-facing communications for student-friendliness and impact, including text message campaigns, emails, and program collateral
- Be proficient in all aspects of the student enrollment and financial aid process including, but not limited to: high school course selection, financial aid application, college application process, enrollment support, transfers, and career development
- Ensure students consistently receive highest quality of services, that their needs are met, and that each student makes satisfactory progress toward program goals
- Assist in coordinating events, summer programming, and training and development activities that will supplement school-year programming
- Contribute to transition strategies with district and college leaders/staff to ensure students’ seamless transition to higher education partner

Data Management

- Work with selected outside partner to:
  - Develop an effective case management system to facilitate data collection for timely and effective intervention by staff and campus stakeholders
  - Track and analyze data through the case management system to design effective interventions based on student needs
- Prepare reports and turnkey information to the team staff for immediate programmatic adjustments to reach performance goals

Team & Relationships

- Manage accountability of an outside partner organization tasked with helping students select and matriculate to post secondary studies
• Coordinate with other T3 team members to ensure overall program success, specifically with Director of College Success, Director of Technology & Data, and Executive Director. Support partner organizations including training, evaluation, and ongoing professional development
• Develop and nurture relationships with middle and high school stakeholders to reduce barriers and facilitate student success
• Turnkey lessons learned to inform strategic work across our K-12 and higher ed partners and contribute to the achievement of Tarrant To & Through’s mission and goals
• Serve as a hands-on contributor to the Tarrant To & Through team and collaborate on initiatives across the team to ensure students successfully enroll and succeed in college
• Support community outreach efforts including parent engagement and partner cultivation
• Conduct research (online, via interviews, and through site visits) to identify effective practices and present findings in high-impact presentations for diverse audiences
• Work collaboratively with partners to monitor progress, overcome obstacles, and lead projects to successful outcomes
• Provide accurate data reports while gathering feedback to update Salesforce, efficacy of tools and practices, and connect resources where campuses have gaps

Qualifications
Requirements
• Bachelor's degree in a relevant field, advanced degree preferred
• 8+ years of professional experience related to college access and success with a strong track record of successful student outcomes

Preferred Qualifications
• Bilingual (Spanish)

Competencies
• Expertise with designing effective student interventions and supports
• Commitment to achieving rigorous goals on behalf of students
• Flexibility to respond to and manage a range of stakeholders
• Experience managing high-performing teams
• Creativity and innovative thinking skills to respond to emerging needs
• Strength in data tracking, management, and analysis
• Ability to use data to problem-solve and set strategy
• Extremely strong organization skills
• Strong project management skills
• Confident public speaker and detail-oriented event organizer
• Ability to interact effectively in the community and at multiple levels within the organizations, especially organizations serving culturally and economically diverse communities
• Intense attention to detail and follow-through
• Ability to produce quality work under tight deadlines
• Flexibility and desire to work in a start-up environment
• Demonstrated passion for the transformative power of education
Please send cover letter and resume to resumes@rainwatercf.org, noting T3 Director of College Access in subject line.