



# CHAMINADE HIGH SCHOOL

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## Manager of College Access and Student Success

Mineola, NY | Full-Time, 12-Month | On-Site

Chaminade High School is a Catholic, Marianist college preparatory school for young men on Long Island. Our mission is to educate young men for life in a changing world through strong academics, spiritual development, and commitment to others. Guided by our motto, Fortes in Unitate (Strength in Unity), we are a close-knit community that values collaboration, integrity, and personal growth. We are seeking a Manager of College Access and Student Success to lead the next chapter of our Access for All (AFA) program.

### About Access for All

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Now in its fifth year, AFA brings a Chaminade education to high-achieving young men from underrepresented and under-resourced backgrounds. The program serves about 88 students today and will grow to roughly 100 over the next three years. Building on four years of experience, we are expanding AFA into a continuum of support: before students arrive, throughout their four years at Chaminade, and on through college and early career.

### The Role

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The Manager of College Access and Student Success will own the full journey of every AFA scholar, from admission through graduation and beyond. Reporting to the Associate Director of Guidance and the Chief Operating Officer, you will build lasting relationships with students and families and connect them to the resources they need. You will partner closely with the Admissions Office to recruit, select, and welcome each new AFA class, and you will build an alumni program that keeps our graduates supported in college and early career.

### What You'll Do

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- Partner with the Admissions Office on outreach to prospective AFA families, the application and selection process, and a smooth transition from acceptance to enrollment.
- Design and lead a new two- to three-day orientation for incoming AFA students and their families, and build relationships with them from the day of acceptance.
- Serve as the primary point of contact and advocate for AFA students, working alongside guidance counselors and faculty and holding regular check-ins on academics, attendance, and wellbeing.
- Create and monitor individual support plans for students who need them.
- Keep AFA families engaged through consistent, culturally responsive communication, in Spanish where needed.
- Oversee wraparound supports such as food assistance, clothing, and transportation, and make sure they reach the students they're meant for.
- Lead workshops, study sessions, and enrichment programs on study skills, time management, and college readiness.
- Re-engage our roughly 33 recent AFA graduates and build a formal alumni program with the Alumni Office, including peer networks and career skills programming such as resume writing, networking, and interview preparation.
- Plan and lead college visit trips to campuses in the Northeast and the Washington, D.C., area.
- Help students build realistic college lists and work through applications and financial aid, including the FAFSA, CSS Profile, and NYS TAP, alongside the Guidance Department.
- Use academic and attendance data to spot trends and intervene early, and track student and cohort outcomes to help refine the AFA model over time.
- Keep accurate, confidential records and prepare regular program reports.

## What You Bring

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- A bachelor's degree is required; a background in counseling, education, social work, or a related field is strongly preferred, and a master's degree is a plus.
- Several years of experience designing, managing, or leading student support, college access, or youth development programs, and the ability to build new initiatives from the ground up.
- Experience working with high-achieving students from underrepresented, first-generation, or under-resourced backgrounds; familiarity with models such as The Posse Foundation's is a plus.
- Experience in a college financial aid or admissions office, or in an opportunity program such as HEOP, EOP, SEEK, or TRIO, is a plus, as is familiarity with the FAFSA, CSS Profile, and NYS TAP.
- Comfort collecting and interpreting student data to guide interventions and measure outcomes.
- English/Spanish bilingual skills are strongly preferred.
- The ability to earn the trust of adolescents and their families, to collaborate well with faculty and staff, and to handle sensitive family information with discretion.
- Excellent communication and organizational skills, with strong attention to detail and follow-through.
- Comfort using student information systems and productivity tools to manage records and coordinate services.
- Willingness to travel for college visit trips, including occasional weekends and school breaks.
- Commitment to Chaminade's Catholic, Marianist mission and values.

## Your First Year

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In your first year, you will pilot the expanded orientation and establish regular contact with every current AFA student and family. You will also stabilize the delivery of wraparound services and lead at least one college visit trip. Finally, you will re-engage our recent graduates as the foundation of a lasting alumni program.

## Benefits and Compensation

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Chaminade offers a comprehensive benefits package, including employer-subsidized medical and dental coverage with plan options, employer-paid life insurance, and short- and long-term disability coverage at no cost to employees. Employees can also use a flexible spending account, a health savings account paired with the high-deductible plan, a 403(b) retirement plan, and an Employee Assistance Program. Time off includes paid vacation, sick, and personal days, school holidays, and time off during school recess periods.

**Compensation:** \$75,000 to \$90,000 annually, commensurate with experience.

**To Apply:** Apply through LinkedIn, or send a resume and cover letter to [hr@chaminade-hs.org](mailto:hr@chaminade-hs.org).

*Know someone with the experience and heart for this work? Please share this posting with them.*