



## POSITION DESCRIPTION

### **College Pathways Manager with NGS Program Responsibilities – Kent Co.**

The Maryland Business Roundtable for Education (MBRT) is committed to enhancing student achievement in preparation for college and career success. Our mission for education is to serve as the catalyst for business, government and education to drive high student achievement that ensures a competitive future workforce for a world-class economy. For more information, please visit [www.mbrt.org](http://www.mbrt.org).

**Classification:** Exempt/Full-time, Temporary (100% grant-funded)

**Location:** Hybrid, with school-based responsibilities in Kent County and required statewide travel.

**Position Overview:** The College Pathways Manager acts as the college access and financial aid awareness bridge across Maryland's secondary schools and higher education, supporting MBRT's college and career readiness programming statewide in the areas of college admissions, dual enrollment, financial aid, scholarships, and postsecondary planning. Metrics of success include increasing college access and financial aid awareness for students. In addition, this role is responsible for working with a cohort of Kent County High School students in MBRT's Next Generation Scholars Program to provide individualized college and career readiness programming, including career exploration, college admissions and workforce pathways. The College Pathways Manager serves as a key resource to MBRT management and the program team and ensures that MBRT's programming is aligned with best practices in education and workforce development. The successful College Pathways Manager is a highly collaborative and accountable MBRT team member who is efficient with resources, effective in executing deliverables, and innovative in seeking continuous improvement for the success of the program and organization.

#### **Primary Responsibilities:**

##### Organizational and Managerial Responsibilities

- Act as subject matter expert on post-secondary education, including college admissions, dual enrollment, financial aid, scholarships and post-secondary planning.
- Collaborate with the program team to integrate college pathway resources into MBRT programming.
- Provide training and professional development for program team members and other staff on college readiness and post-secondary education topics.
- Build and maintain partnerships with higher education institutions, businesses and community organizations to expand opportunities for students and the organization, including leading development and execution of post-secondary campus visits and overnights for student groups.
- Contribute to program strategy and design by sharing best practices with the MBRT team, and assisting with reporting, grant applications and evaluations.
- Work closely with the MBRT Deputy Director & Chief Program Officer (CPO) to assist in the development and execution of programmatic initiatives and activities pertaining to college pathways.



- Work with MBRT marketing staff to contribute college pathway-specific content and coordinate communications with external audiences, while amplifying MBRT as a college and career readiness service provider.
- Seek continuous improvement to increase college pathway program effectiveness while preserving resources.
- Contribute as a highly collaborative member of the MBRT team.
- Participate in MBRT and relevant external meetings, events and training opportunities as directed.
- Other duties as assigned.

#### School-Based Responsibilities (Kent County Public Schools)

- Coordinate MBRT classroom and event programs for Kent County High School, as well as daily aspects of the Next Generation Scholars (NGS) grant program.
- Utilizing MBRT resources, help students develop career exploration and development plans in accordance with their skills, talents and interests.
- Work collaboratively with school staff, students, parents and volunteers for execution of NGS program deliverables.
- Distribute and collect student, teacher and volunteer survey data.
- Maintain and update student activity data for communication, reporting and evaluation purposes.
- Prepare and maintain volunteer, district and school program (participation) related information for trend and historical data purposes.
- Prepare semiannual Kent NGS program report to share with MBRT and KCPS Board of Education.
- Assist with data and other program-related inquiries for NGS grant proposal and reporting purposes.
- Cultivate a relationship with the local business community for purposes of volunteer recruitment, career experiences and outcomes, and engagement in classroom and event programs.
- Assist in training and coordination of volunteers for classroom presentations.
- Plan and accompany students on learning experiences outside of the school building.
- Develop summer program for students to reduce learning loss.
- Assist seniors and their families with the college application and financial aid process including evening meetings.
- Maintain contact with program alumni to gather outcomes data and offer support and guidance while they continue their selected pathway through college and/or career.

#### **Qualifications & Skills:**

##### Required

- Bachelor's Degree plus a minimum of two years' experience in secondary or post-secondary education or in managing deliverables under a school-based grant.
- Demonstrated problem solving skills, resourcefulness and initiative (self-starter).



- Ability to work independently with exemplary organizational skills to ensure that tasks are completed in a timely and accurate manner.
- Ability to work as a highly collaborative member of a team.
- Demonstrated communication skills exhibiting a high level of professionalism with internal and external stakeholders.
- Proven expertise using technology and experience with data collection.

Preferred

- Demonstrated understanding of Pillar 3 of the Blueprint for Maryland’s Future, College and Career Readiness, and/or the Next Generation Scholars of Maryland program goals and objectives.
- Current or previous involvement in community or education organizations, committees, or boards.
- Experience working in a classroom or non-profit setting with youth.

**Position Requirement:**

- Ability to work some evenings and weekends. Background check required.

**Reporting Structure:** The College Pathways Manager reports to the Deputy Director & Chief Program Officer

**Work Schedule:** This is a full-time position working a minimum of 37.5 hours per week, 12 months/yr.

**Wage Range:** \$66,000-\$85,000/yr

**Benefits Summary:** The MBRT offers a generous benefits package including short- and long-term disability, AD&D and life insurance. Eligible to enroll in health care including medical, dental, and vision coverage the first of the month following 30 days of employment. Paid leave including vacation, sick and holiday leave. A 401(k)-retirement plan with employer match is available following one year of employment. Flexible spending account available.

**Application Process:** To apply, submit a resume and cover letter outlining your interest in the College Pathways Manager with NGS Program Responsibilities – Kent Co. position and relevant qualifications to Nona Carroll, Deputy Director & Chief Program Officer at [nona@mbrt.org](mailto:nona@mbrt.org). Position open until filled.

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We ensure all employment decisions are based on qualifications, merit, and organizational needs. Should you require accommodations during the application process, please inform us.