

## **Regional Coordinators**

Regional Coordinators are regionally-based “relationship-builders” and crucial to the success of LOSFA’s Field Outreach Services. Regional Coordinators will be relied upon to provide on-going support and technical assistance to regional schools and districts and are primarily responsible to advise and work alongside school administrators and counselors to assist students with admission, financial aid, and scholarship applications. LOSFA’s Field Outreach Services are carried out daily within the regions and occasionally in East Baton Rouge and involves frequent overnight and/or weekend travel.

## **Program Implementation—50%**

LOSFA’s Field Outreach Services’ vision encompasses student cohort and priority cohort models with an emphasis on project services designed to promote TOPS attainment. In close connection with guidance staff and other school administrators, Regional Coordinators will:

- Create a LOSFA Field Outreach Services school presence, which is a college-going culture within assigned schools and districts.
- Liaise between LOSFA’s central office and district staff.
- Facilitate sub-grant negotiations at the school and district level.
- Facilitate and monitor Standard and Special Initiative implementation.
- Assist in the coordination of daily operations of Field Outreach Services activities in the assigned districts while on-site.
- Promote the alignment of LOSFA initiatives and LDOE initiatives at the school and district level.
- Identify district/school/student needs and collaborate with LOSFA staff on strategies to meet those needs.
- Facilitate 7<sup>th</sup> year services with assigned students and or post-secondary institutions to include, but not limited to communicating with student support services, enrollment, and admissions.
- Work with school staff and Communications Specialist to send text messages to students.
- Work with LOSFA representatives to ensure that assigned schools and students received financial literacy information, including TOPS retention information during 7<sup>th</sup> year.
- Coordinate student campus visits.
- Work with Professional Development Specialist to make sure that assigned school and district personnel receive necessary LOSFA and college access professional development.
- Work with district staff, Evaluation Coordinator and other staff to determine which high schools students will attend after middle schools and develop a process to validate the high school students for LOSFA’s programs.
- Use creativity to establish and maintain a college-completion culture within the middle/high school, focusing intentionally on promoting grade-appropriate college exploration.
- Support students in transition-planning through the completion of Senior Project.
- Conduct regular 1-1 meetings with students to review academic progress, plans for post-graduation and to assist students to match their abilities and interests to appropriate college choices.
- Work with students and senior English teachers in developing sharp, well-written college essays.
- Educate and counsel parents in understanding the college admission and financial aid process including evening and weekend workshops.
- Set and meet aggressive student and parent participation goals in college fair programs, admission and financial aid workshops and related programs.
- Develop productive relationships and partnerships with colleges/universities, scholarship programs and other higher-education professionals. Attend professional development conferences as needed.
- Consistently track student application progress in relevant data management systems, including: progress in meeting their individual application, aid/scholarship, admittance, graduation and enrollment goals.
- Coordinate and to develop transition support plans for students looking into school-to-career options.
- Work directly with targeted schools and districts in the implementation of intensive and concentrated services.

### **Administrative Support—50%**

- Perform and supervise administrative support activities at the school and district level such as maintaining files and central records; printing and duplicating services, security, purchasing of supplies and equipment.
- Answer district, school and student questions concerning LOSFA Field Outreach services.
- Prepare or oversee the preparation of materials needed for district meetings, such as agendas, handouts, and binders with Data/Logistical Support Coordinator.
- Assist with logistics for annual and special conferences.
- Assist with the facilitation of the scheduling of LOSFA Field Outreach Services events.

### **Minimum Qualifications**

#### **Education:**

Candidates must possess a bachelor's degree, preferably in education, and five years of related work experience.

#### **Experience:**

Experience in college access field; demonstrated ability to encourage and facilitate cooperation, teamwork, and student success.

#### **Special skills:**

- A deep personal belief in college access for all students and a willingness to do whatever it takes to make college a viable reality for all participating students.
- Ability to establish and maintain collaborative efforts with internal and external resources to provide opportunities for college access and success to the student cohort.
- Ability to effectively manage time to meet operational needs and desired outcomes of college-access program.
- Strong verbal and written communications skills to effectively present information and respond to students and others seeking guidance and/or clarification about issues related to the college admissions process.
- Creativity in independently exercising good judgment and discretion.
- Excellent problem-solving skills.
- Cultural sensitivity.
- Demonstrated teamwork skills to address/resolve difficult, complex issues/problems.
- Passionate about the success of students.

If you are interested in applying for the Regional Coordinator Position(s) for the Louisiana Office of Student Financial Assistance, please send your resume to [LFOS.Employment@la.gov](mailto:LFOS.Employment@la.gov). Please include what region you are applying for in the subject line of your email.