



EdFront Online College Coach (OCC) Job Description

Are you interested in: partnering with young people, uncovering their passions, opening doors, and meeting the student where they are? Then, college coaching is the role for you!

Who We Are:

EdFront is an educational consulting company, specializing in supporting unique students, promoting their executive function capabilities and advocating for their needs. Our Online College Coaching (OCC) service is a unique, personalized college coaching program that empowers students to learn about their needs, desires, strengths, and learning style to meet their long-term goals of getting a college degree.

Job Overview:

EdFront is seeking curious college coaches who are ever-growing learners that can engage students in learning, growing, and executing their individualized college-going journey. This individual will be responsible for guiding a high-school student with tact to uncover the student's truest interest. They will take initiative to explore these interests, assist with seeking resources and opportunities, and encourage the student throughout the college-going process.

Expected Workload:

- 1 student could require 1-2 in-session hours and 1-3 out of session prep work (ex: if you take on 2 students, you should expect to commit to 6-10 hours per week, *especially throughout the height of applications*)
- 30 mins per week receiving mentoring and guidance from the Lead College Coach
- **Total estimated commitment ranges from 3-15 hours per week**

Potential Workflow/Rhythm:

You have complete autonomy over your schedule, however, this position is not easily situated into concise timeframes during 1-2 days per week. The following example is **only an example** to show you how the workflow can look across the week:

- Monday: Pre Work (prepping for meetings with students)
- Wednesday: In-Session (meet with each student, and write up notes after session completes)
- Friday: Touch Base with Lead (meet with Lead College Coach, and complete and necessary post-work)

Working at EdFront:

- College coaches at EdFront have the autonomy to schedule their own students and communicate directly with a student's family and educational stakeholders.
- Coaches will be paid a starting rate of **\$25 per session hour**, including directly coaching students and completing the pre-and post-work necessary for that student's journey. You will also be compensated **\$22.50/hour** for engaging in learning opportunities with EdFront educators.
- Coaches will practice active communication with students, parents, and EdFront staff, and through staff meetings or other EdFront related activities

Required Qualifications:

- Bachelor's Degree
- Google Drive and Zoom video conferencing proficiency
- Past mentoring, tutoring, coaching and/or teaching experience with high-school level students
- Prior experience working with a range of mild/moderate disabilities, including but not limited to ADHD, dyslexia, dysgraphia, depression, anxiety, executive dysfunction, and/or OCD.

Preferred Qualifications:

- Familiarity with college applications and/or scholarship opportunities/programs

Each student will have their own unique story and path, and you, as their college coach, will be their partner in the process.

Please complete the application on our website at:

<https://www.edfront.online/careers>

Contact Kaylee Faria at Kayleefaria@gmail.com for any questions about this coaching opportunity.