

College Support Specialist

Best Foot Forward is a nonprofit based in Boca Raton, serving at-risk and foster care students throughout Palm Beach County. We are looking for a College Support Specialist to join our incredible team! This position is essential to the operational efficiency of our college program, involving calendar management, data entry, and administrative support. The ideal candidate will play a critical role in maintaining the smooth operation of our college programming from admissions through graduation.

This is a full-time (40 hours per week) with some work from home flexibility.

Best Foot Forward is a growing agency with an exceptional work environment. We offer generous PTO, dental and vision insurance, medical insurance, a 401K plan and other benefits. This is a salaried position, amount commensurate with experience.

Job Responsibilities

- Assist with all aspects of college operations/record keeping including the admissions, transferring and graduation processes
- Assist with the management of academic calendars, reminders, timelines, schedules, and syllabi documents
- Provide administrative support by maintaining files, databases and records
- Support the college team with projects and tasks as needed
- Track critical college dates and assist with any paperwork or processes necessary to meet deadlines and stay organized including:
 - College Academic Calendars
 - College Academic Master Calendar Schedule spreadsheet
 - College Syllabi document and schedule summary
 - College Quick Glance of students
- Organize letters of reference and other materials needed for college applications and scholarships
- Coordinate and communicate with the college team to ensure all program requirements and deadlines are met
- Assist with Career & Life Skills tasks/projects as needed
- Responsible for addressing and fulfilling the diverse extracurricular and event-related needs of students
- Calendar/schedule student and college team meetings
- Support the college team with additional tasks as needed
- Manage item/ cash/ Uber/gas request forms

Skills & Qualifications

- Excellent computer skills, particularly Microsoft Word and Excel
- Strong organizational skills; extremely detail-oriented
- Strong follow-through skills
- Outstanding verbal and written communication skills
- Good problem-solving skills
- Ability to work independently and collaboratively in a fast-paced environment
- Ability to multi-task
- College degree required

If you are excited about the opportunity to join our dynamic team, please submit your resume, along with your salary requirements, to dellman@bestfoot.org. We look forward to hearing from you and exploring how your skills and experience align with our agency's goals!