



Job Title: Part-Time College Program Associate

Hours: 15-20 hours per week

Compensation: \$23–\$27 per hour (based on experience)

Reports To: College Success Program Manager

Organization: Bridge the Gap

Position Overview:

BTG is seeking a motivated and student-centered **Part-Time College Program Associate** to provide direct support to our College Success Program. This includes meeting monthly with college students across several campuses in the Bay Area. The position also includes content creation, resource development, and administrative support. This role is ideal for someone passionate about educational access, student engagement, and creating equitable support systems.

Key Responsibilities:

Student Support & Office Hours

- Host regular in-person office hours at **College of Marin, Sonoma State, and SF State**.
- Foster a **welcoming, inclusive, and safe space** for students to discuss academic or personal challenges.
- Provide referrals and support connecting students to appropriate resources.

Content Creation

- Develop engaging and relevant content for **social media, newsletters**, and the **BTG College website**.
- Collaborate with the College Program Manager to ensure content aligns with student needs and program goals.



Scholarship and Job Database Management

- Maintain and update a curated database of **scholarship and job opportunities**.
- Support students in navigating and accessing these resources effectively.

Website, Social Media, and Newsletter

- Contribute to the **BTG College website**, ensuring it remains a robust and student-friendly resource.
- Update content related to programs, events, and support services regularly.
- Update @BTGCollege Instagram

Event Planning and Coordination

- Create flyers for events, workshops, and for other needs
- Assist in the coordination of **college-related events**, including workshops, seminars, and networking opportunities. Some of these include:
 - Fall FAFSA Workshops
 - 1 winter event
 - 2-3 summer events
- Ensure events align with the overall mission and goals of the BTG college program.

Student Outreach

- Engage with students through various channels to identify needs and promote available services.
- Implement strategies to **increase awareness and utilization** of BTG's college support programs.

Data Collection & Reporting

- Collect data on student engagement, attendance, enrollment, and program effectiveness.



- Assist in the preparation of regular reports for internal review and improvement efforts.

Collaboration & Communication

- Build strong relationships with **faculty, staff, and administrators** on partner campuses.
- Respond promptly and effectively to student inquiries.

Professional Development

- Stay up to date with **best practices in college support services**.
- Attend trainings, webinars, or other learning opportunities as appropriate.

Administrative Support

- Provide general administrative assistance, including scheduling, document preparation, and email communications.
- Support additional tasks as requested by the College Program Manager.

Qualifications:

- Experience working with college students or in educational support services.
- Strong communication and interpersonal skills.
- Self-motivated, reliable, and able to work independently.
- Familiarity with social media, content creation, and basic website management is a plus.
- Comfort working in diverse environments and with students from a variety of backgrounds.
- Availability to commute to designated campuses for in-person support.

**WORK REQUIREMENTS**

You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

Position Schedule

Part-time position. On-site during program hours and some evenings are required.

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DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This job description is not meant to be all-inclusive. This job description is not a written or implied contract.