



Job Announcements—College Guidance

Dr. Pedro Albizu Campos Puerto Rican High School

Opening in Administrative Team Position. See Below for Details

Senior Transition Specialist

Qualifications:

- Bachelor's degree
- Communication skills-verbal and written
- Organization skills
- Bilingual (Spanish and English recommended)

Job Description

Senior Transition Specialist: This position coaches students through the process of transitioning from high school to post-secondary placement. Throughout the course of the year, this position is responsible for coordinating college and university visits and tours, as well as travel to college and job fairs. This person would establish themselves as the liaison between colleges and our school, supporting students from “A-Z” through the process – from successful completion of high school to enrollment and paying for college. This person also plays a role in the development of our school’s Senior Portfolio Presentation, where seniors must successfully complete their “defense of graduation” as an exit benchmark. This person must also be able to navigate relationships in the community to identify scholarship opportunities and build a database for students to access.

How to apply

- Visit us at www.pedroalbizucamposhs.org
- Navigate to the “Contact” tab – wait for the drop box. Then through the “Apply” tab click on “Staff”
- Download the application, fill it out and mail it (2739 W. Division St., Chicago IL, 60622) to the attention of Matthew Rodriguez, or email material directly to Matthew Rodriguez, mattr@pedroalbizucamposhs.org.