

Academic Mentor
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256734>

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Posted May 8, 2025, set to expire Sep. 5, 2025

Job Title	Academic Mentor
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	May 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Administration - Undergraduate Education
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Posting Details

Position Information

Position Title: Academic Mentor

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Requisition Number: SCA00727

General Description

The Academic Mentor is responsible for providing academic and social-emotional support and mentoring to Gateway to College dual enrollment students. Reporting to the Director Gateway to College, the Academic Mentor works as part of a team of professionals dedicated to supporting students through their journey to high school completion and postsecondary readiness.

Gateway to College is an alternative dual enrollment high school program in partnership with the School District of Philadelphia serving Philadelphia students, ages 16 to 21, who have disengaged from the traditional high school setting and are back on track to complete high school by taking college courses toward the diploma and a college degree or certificate.

Maximum hours worked will be 25/hrs a week.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

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Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution, associate-degree-granting institution which provides access to higher education for all who may benefit. As a minority-serving institution, the College aims to improve student success and eliminate racial equity gaps. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Provide academic and social assistance to students as needed and when assigned by relevant staff.
- Support students by identifying their needs and connecting them to Gateway's academic mentoring resources and the College's support services.
- Support relevant Gateway staff in duties such as distribution and collection of student sign-in attendance sheets, resource materials, and alerting Gateway staff of any concerning behaviors exhibited by student(s).
- Monitor student progress through Gateway's and the College's student progress and data management platforms, such as Banner and Starfish and provide assistance and guidance to students enrolled in online high school credit recovery courses.
- Assist Gateway staff by preparing workshop materials and providing individual and group student assistance during the delivery of workshops.
- Work in tandem with relevant Gateway staff to assess the effectiveness of online high school credit recovery and Achievement Lab.
- Assist relevant Gateway staff in programming to successfully prepare students for college-level coursework.
- Submit all required paperwork and student progress tracking forms
- Regularly update relevant Gateway staff on student progress.
- Attend Gateway team meetings, other relevant meetings, and engage in program activities as directed;
- Perform other duties as directed

Minimum Qualifications

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- An undergraduate sophomore, junior, or senior in the Philadelphia area with a 3.0 or higher GPA or a graduate with an associate degree or equivalent credits. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- At least one (1) year of relevant full or part-time experience working with students in a secondary school, college/university, or social service setting.
- Passion for working with high school students in a dual enrollment/college readiness environment.
- Takes initiative to support students and solve problems
- Strong organizational, communication, and interpersonal skills
- Demonstrated proficiency in MS Word and PowerPoint

Preferred Qualifications

- Bachelor's degree or higher.
- Successful completion of college-level English and Math with a B or higher (if still a college student) or a similar combination of equivalent coursework
- Experience with the effective use of technology for purposes of instructional support, specifically online credit recovery software

Work Location: Main Campus

Benefits Summary

Benefits:

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Max Salary/Hourly Rate: \$15.00

Job Posting Open Date: 04/15/2025

Type of Position: Administrator

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in

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accordance with PA Child Protective Services Law.

- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree

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- Master's Degree
 - Doctorate
 - Other
4. * Successful completion of college-level English and Math with a B or higher (if still a college student) or a similar combination of equivalent coursework?
- Yes
 - No
5. * Experience with the effective use of technology for purposes of instructional support, specifically online credit recovery software?
- Yes
 - No
6. * Do you have at least one (1) year of relevant full or part-time experience working with students in a secondary school, college/university, or social service setting?
- Yes
 - No
7. * Are you an undergraduate sophomore, junior, or senior in the Philadelphia area with a 3.0 or higher GPA or a graduate with an associate degree or equivalent credits or higher?
- Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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