

Academic Advisor, College Bound Scholars

EdUcate, Inc.

JOB DESCRIPTION

Position: Academic Advisor, College Prep

Reports to: Chief Executive Officer

Summary/Description: Academic Advisor, College Prep works closely with high school juniors and seniors who are participants in College Bound Scholars . The Academic Advisor, College Prep work with juniors and seniors to co-create a “right-fit” college roadmap in support of participants’ post-secondary goals. This person provides comprehensive college-readiness supports: informing and facilitating college-readiness programming and financial aid workshops; assisting with researching and applying for scholarships; engaging and coaching parents about the college application process; and cultivating and maintaining relationships with college admissions counselors. This is a part-time, non-exempt position, requiring roughly 25 hours per week, on site from 3-8pm Monday through Friday (with some scheduling flexibility, especially over the summer)

Responsibilities: The responsibilities of the Academic Advisor, College Prep include but are not limited to:

- Coach an estimated caseload of 12-15 juniors and seniors on college preparedness.
- Develop and facilitate programming to expose and prepare participants for college.
- Lead the college application process for college-bound participants.
- Develop workshops, events and trips that will support, inspire, and inform participants about the skills needed to pursue higher education and other opportunities (trips, panels, and college tours/fairs).
- Mobilize resources to connect participants with relevant resources important for post-secondary success (SAT courses, college prep mentors, additional tutoring, school/placement visits, etc.).
- Coordinate financial aid, FAFSA workshops; assist students and parents with navigating the financial aid/FAFSA process
- Coordinate with the Chief Executive Officer to provide differentiated college prep support to participants according to their individual plans, in small group and one-on-one settings.
- Analyze report cards to co-develop improvement plans with participants.
- Develop interactive lessons that will assist youth to develop academic techniques: study skills, organization skills, time management (with support from Chief Executive Officer).
- Closely working with students' guidance counselors or college advisors for additional assistance.

- Develop and lead parent workshop series on post-secondary options and process.
- Connect with parents/guardians with the financial aspect of the college application process [i.e.-FAFSA/TAP, income documents, Parent PLUS loans].
- Track youth progress and provide consistent documentation/ progress notes about observed needs in the Salesforce Database and other tracking systems.
- Attend staff and planning meetings as needed.

Knowledge and Abilities:

- Excited about community-based youth development work.
- 2-3 years of college counseling and/or college admissions experience
- Extensive knowledge of FAFSA/TAP NYS financial aid processes.
- Must have strong communication skills, both written and verbal.
- Proven ability to serve as a role model in an after-school setting.
- Ability to create and implement an educational plan.
- Ability to connect with youth, provide needed support and demonstrate patience and maintain positive attitude.
- Demonstrated ability to work individually and as part of a team.

Education and Qualifications:

- Bachelor's Degree or working toward degree.
- Case management experience (at least 1 yr), preferred.
- Knowledge of college application process and financial aid.
- Experience teaching or facilitating groups.
- Computer skills; experience working with Google Office Suite and Salesforce.

Compensation: Negotiable, starting \$20.00