



Position Description: College Adviser, College Advising Corps - Boston

Organization Mission: The College Advising Corps is a non-profit organization that works to increase the rates of college enrollment and completion among low-income, first-generation college and underrepresented high school students. The College Advising Corps places well-trained, recent college graduates from our 20 partner institutions of higher education as full-time advisers in the nation's persistently lowest-performing schools. The Advising Corps provides the support that high-need students require to navigate the complex processes of college admissions and matriculation and securing financial aid. Advisers also work to foster a college-going culture within the schools they serve, which is one of the best predictors of whether students will pursue higher education at all.

Position Overview: The College Advising Corps – Boston will launch in the 2013-2014 academic year with support from the Boston-based GreenLight Fund's Social Innovation Fund initiative. The College Advising Corps seeks to hire new Harvard College graduates to serve as college advisers in high need Boston Public Schools high schools. As members of a national movement, College Advising Corps college advisers will help students in underserved communities realize their dreams of attending college.

College Advising Corps – Boston advisers will report to program staff and to an on-site supervisor in each of the schools they will serve. Advisers will be expected to live within the Boston area and to involve themselves in the surrounding communities.

Hiring and Appointment Timelines:

We are hiring for the 2014-2015 cohort. The '14-'15 cohort will include 8-12 advisers who will begin work fulltime in late June/early July 2014 and enter the schools in September 2014. Appointments for the '14-'15 cohort will be for one year with an option for an additional year if mutually agreed upon by program staff and the adviser.

Job Responsibilities:

College Advising Corps - Boston advisers will be expected to tailor programs and activities to meet the specific needs of their assigned schools and perform the primary functions this below:

Provide one-on-one admissions and financial aid to any student or family seeking assistance

- Encourage each student to consider a broad range of appropriate post-secondary choices.
- Develop for each student a comprehensive college timeline including a match college list and deadlines for admission and financial aid.
- Help each student complete and submit 3-5 admissions applications and necessary financial aid applications.

Organize group events that encourage students and their families to consider, plan for, and apply to college and universities

- Visit classrooms, assemblies and student organization meetings to offer College Advising Corps - Boston services and emphasize the importance of post-secondary education.
- Work with local community groups – churches, community-based organizations, social service providers, etc. – to offer group events outside school settings and hours.

Establish productive working relationships with principals, counselors and teachers in assigned partner school

- Assess, in the consultation with College Advising Corps - Boston Program Director and partner school personnel, the particular needs of each school and adapt programs and activities to meet these needs.
- Actively seek the advice and counsel of the on-site supervisor at partner high school.

Assist in the efforts of the other College Advising Corps advisers

- Regularly visit other partner high schools in BPS during school days

- Help organize, provide support for, and attend evening and weekend events organized by others advisers

Assist in the assessment and long-term sustainability of the program

- Assist the program director and evaluation staff to identify, collect and interpret key progress and outcome variables to evaluate the effectiveness of the College Advising Corps - Boston.
- Record up to date service activity data and submit monthly progress reports to the program director documenting progress and outcome data.
- Represent the College Advising Corps, as requested by the program director, to potential supporters and to other interested parties.

Maintain expertise in admissions and financial aid advising

- Participate fully in pre- and in-service training.
- In consultation with the program director, seek out and participate in other opportunities for professional development.

Competencies:

The position of college adviser requires tact, diplomacy, and a strong commitment to service. Successful advisers demonstrate the ability to collaborate creatively and effectively with others in order to solve problems and reach goals. Successful advisers also demonstrate excellent organizational and communication skills, including the ability to listen carefully and to write and speak persuasively. Advisers are paid a monthly living allowance and receive loan forgiveness/credit for future education. The position requires a bachelor degree from Harvard College, preferably earned in May 2014, December 2013, May 2013, or December 2012.

To Apply:

Go to www.advisingcorps.org and click on the link to apply to be an Advising Corps adviser. If you have questions, please contact Katie Magyar, Program Director, at katie@advisingcorps.org