

COLLEGE NOW GREATER CLEVELAND

POSITION DESCRIPTION

POSITION TITLE:	Part-time Advisor
STATUS:	Non-Exempt
STANDARD HOURS:	Hours vary depending on school schedule and school needs
REPORTS TO:	Director of Advising Services and Programs
ASSIGNED TO:	Advising Services

Position Summary:

The Advisor helps students aspire to, prepare for, enroll in, and find resources to pay for postsecondary education. This is mainly accomplished via classroom workshops, group sessions, individual student meetings, and parent meetings.

Essential Functions:

1. Work within each location's unique environment in order to best serve students while meeting College Now expectations.
2. Provide group and individual services to students. These services may include:
 - Assisting students with discerning career and college goals, using web-based tools, by providing information regarding educational options beyond high school, including institutional choice, career options, admissions and financial aid.
 - Advising students about college entrance exams (including ACT, SAT, SAT subject tests) and test preparation resources; assisting students with test registration forms and providing fee waivers.
 - Supplying students with admission and financial aid applications; providing waivers, where appropriate, for application fees and tuition/housing deposits.
 - Guiding students through the financial aid process, including assistance with the FAFSA and CSS Profile, advocating for those with special circumstances, reviewing the SAR, interpreting college financial aid award letters, assisting with verification and helping students with any other necessary paperwork.
 - Promoting scholarship opportunities and encouraging students to research and apply for applicable scholarships and awards.
3. Recommend qualified high school seniors for College Now scholarships; collect required documentation and enter appropriate information in a student information database.
4. If applicable, serve as a mentor/team leader to AmeriCorps College Guide(s) assigned to the Advisor's school(s) by facilitating integration into the school, assisting with delivery of classroom presentations, and working as a team to provide services to students and families.

5. Track all services by accurately entering demographic information, contacts and notes in a student information database. Adhere to strict confidentiality in student record keeping.
6. Serve as a student advocate through: 1) communication with colleges and universities; 2) communication with parents; 3) collaboration with school; and 4) communication and cooperation with outside scholarship programs.
7. Refer students to other services, e.g. school counselors, staff, college departments and other agencies for assistance in areas outside of College Now's responsibilities, if deemed necessary.
8. Become aware of and open to opportunities to promote College Now services through community outreach.
9. Attend all advisor trainings.
10. Perform other duties as assigned.

Qualifications:

The Advisor must have a bachelor's degree, experience working with adolescents, and strong communication and interpersonal skills. Teaching certificate and/or experience a plus. Must be able to work autonomously and in a team environment with a collaborative focus. Must be comfortable using a laptop computer, able to conduct searches on the internet and Microsoft Office (Word, Excel, Outlook), and must be able to enter data in a student database. Must be willing to work evening and weekend hours. Must be able to provide own transportation to multiple locations throughout Greater Cleveland. Must be able to carry up to 10 pounds daily, consisting of a laptop computer, printer, and advising materials.

Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."

College Now Greater Cleveland, founded in 1966, is the nation's oldest college access program and Ohio's largest. College Now has evolved from providing college access guidance to Cleveland's public schools into a multi-program, strategically collaborative service agency reaching more than 23,000 students from more than 200 Northeast Ohio schools, community and business venues and from our downtown Cleveland Resource Center. College Now's mission is to increase college attainment through college access and college success advising; financial aid counseling; and scholarship and retention services. We envision a future in which all members of our community will have the support they need to successfully complete their postsecondary education, lead more satisfying and productive lives and contribute to the region's economic vitality.