



## **POSITION DESCRIPTION: College Adviser, WUSTL College Advising Corps**

The College Advising Corps is a non-profit organization that works to increase the rates of college enrollment among low-income, first-generation college and underrepresented high school students. The College Advising Corps places well-trained, recent college graduates from partner institutions of higher education as full-time advisers in the nation's persistently lowest-performing schools.

The Advising Corps provides the support that 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.

Under the Office of Government and Community Relations, the Washington University in St. Louis chapter of College Advising Corps seeks to hire recent Washington University graduates to serve as full-time college advisers in partner high schools in the St. Louis area. As members of a national movement, College Advising Corps college advisers will help students in underserved communities realize their potential for post-secondary attainment.

College Advising Corps advisers will report to the program director and to an on-site liaison in their assigned high school. Advisers will be encouraged to live within the service area and to involve themselves in the surrounding communities.

Advisers will begin pre-service training in late June/early July 2020 and will enter into the schools full time in early- to mid-August. Appointments are for up to two years, with the 2<sup>nd</sup> year of service being contingent upon successful completion of year one and at the discretion of the Washington University College Advising Corps (WashU CAC) program staff and the adviser.

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## **JOB RESPONSIBILITIES**

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

1. Provide one-on-one admissions and financial-aid advice to any student or family seeking assistance
  - Encourage each student to consider a broad range of appropriate college 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 admissions, financial aid, and scholarship applications
  - Assist each student in interpreting correspondence from colleges, including offers of admission and financial aid
2. Plan and organize initiatives and events that encourage students and their families to consider, plan for, and apply to colleges and universities
  - Visit classrooms, assemblies, and student organization meetings and participate in extracurricular activities in the high school and its surrounding community for the purpose of (1) building relationships with students and their families; (2) creating awareness about College Advising Corps; (3) offering CAC services; and (4) emphasizing 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 setting and hours

- Plan college representative visits. Develop relationships with college and university admissions officers and foster student involvement in visits. Plan and coordinate visits to colleges and universities for students to experience campus life and identify a “best fit”
3. Establish productive working relationships with principals, counselors, and teachers in each assigned partner high school
    - Assess, in consultation with the College Advising Corps program director and 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 CAC Director and on-site liaison at each partner high school
  4. Assist in the assessment and long-term sustainability of the program
    - Assist the program director and evaluation staff in identifying, collecting, and interpreting key progress and outcome variables to evaluate the effectiveness of the College Advising Corps program
    - Record up to date service activity and submit monthly progress reports to the program director documenting progress and outcome data
    - Represent College Advising Corps, as requested by the program director, to potential supporters and to other interested parties
  5. Maintain expertise in admissions and financial-aid advising
    - Participate fully in pre- and in-service training, and in consultation with the program director, seek out and participate in other opportunities for professional development
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## **REQUIRED QUALIFICATIONS**

This position requires completion of a Bachelor’s degree from Washington University in St. Louis between December of 2018 and May of 2020.

## **DESIRED QUALIFICATIONS**

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 cross-cultural competency, and excellent organizational and communication skills, including the ability to listen carefully and to write and speak persuasively.

## **COMPENSATION**

Total compensation for this position is \$31,095 (\$25,000 annually + eligibility for a \$6,095 education award\* through AmeriCorps at the completion of each year-long appointment).

## **BENEFITS**

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|---------------------------|----------------------------|---------------------------|
| • Retirement Savings Plan | • Sick Time                | • Free Life Insurance     |
| • 22 Vacation Days        | • Tuition Benefits         | • Health, Dental, Vision  |
| • 10 Paid Holidays        | • Free Metro Link/Bus pass | • Health Savings Accounts |

\*Upon successful completion of the member’s term of service, the member will be eligible to receive an education award from the National Service Trust of \$6,095 (or current Pell grant maximum). Members may also be eligible for forbearance of student loans, and the National Service Trust may repay any interest that accrues on the loan during the term of service.

**For more information about how to apply, visit: [cac.wustl.edu](http://cac.wustl.edu) or email Ashley June Moore at [cac@wustl.edu](mailto:cac@wustl.edu)**