



HYBRID ADVISER JOB DESCRIPTION

Location: Oakland, CA

Supervisor: Program Director, eAdvising

Travel Requirements: Frequent local travel using personal car; occasional regional and national travel

Time Period: Two-year position, contingent on grant funding and performance

ABOUT COLLEGE ADVISING CORPS

College Advising Corps (CAC) is an independent 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. CAC supports students nationwide through two innovative program models. The in-school model places well-trained, recent college graduates from our 24 partner universities as full-time college advisers in high schools across the nation. The virtual model leverages technology to connect well-trained, recent college graduates with students across the nation. We believe that every student deserves the opportunity to enter and complete higher education and are committed to supporting students as they navigate the complex processes of college admissions, financial aid, and enrollment.

POSITION SUMMARY

CAC's Innovation team is seeking a full-time "Hybrid Adviser" to increase the number of high-achieving, low- and moderate-income students who apply to, matriculate, and graduate from our nation's most selective institutions. Thousands of high school students graduate from high school each year with strong grades, test scores, and academic motivation but simply do not apply to selective colleges and universities. Research shows that students from families in the bottom economic quartile comprise only three percent of enrollment in the most selective colleges, while those from the top economic quartile comprise 72 percent. To combat this phenomenon of "undermatching," the Hybrid Adviser will provide personalized college advising (using both in-person and virtual advising interfaces) to help students identify, apply to, and enroll in a specific group of highly selective colleges and universities with graduation rates above 70 percent. The Hybrid Adviser will also be responsible for diligently recording and tracking student engagement and college outcomes.

Because high school students are often not available during school hours, advising sessions typically occur after normal business hours on a schedule to be determined by CAC. The Hybrid Adviser will connect with students on a flexible schedule and should anticipate regular evening and occasional weekend hours. Hybrid Advisers work remotely but have expected in-person office hours on a weekly schedule to be determined by CAC. Occasional out-of-state travel for trainings and special events is required.

DUTIES AND RESPONSIBILITIES

College Advising: Serve in a hybrid (in-person and virtual) advising capacity, leading efforts to increase college preparation and enrollment rates for high-achieving, low- and moderate-income students nationwide at a specific group of our country's most selective institutions. Personalized services offered on a one-on-one basis include, but are not limited to, helping students navigate the college application process; build appropriate college lists to include best match and fit schools from amongst highly-selective institutions; complete strong applications; apply for financial aid and high-profile scholarships; enroll in a highly-selective college or university; and make a smooth transition from high school to college.

Communication: Engage frequently, professionally and effectively with students, their families, and high school partners through one-on-one and group meetings, text messaging, emails, video chats, instant messaging, screen and document sharing, and phone. Build rapport with students and families to confidently influence all decision points throughout the college application and selection processes. Establish a highly professional online presence (i.e. social media, website, blog) with students to communicate reminders and announcements.

GRACE Data Entry and Management: Enter data on a daily basis into CAC's GRACE database describing the college advising services delivered to students. Maintain an organized data management process to track progress on CAC's Key Performance Indicators (KPIs). Generate reports as requested by supervisors. Engage with colleagues by sharing helpful tools and best practices.

CAC Meetings and Trainings: Participate in internal weekly meetings and trainings with the CAC eAdvising team and other virtual advising partners. Fully participate in national meetings and trainings that might require overnight travel. Adhere to CAC's travel policies and guidelines.

QUALIFICATIONS AND EXPERIENCE

CAC's Hybrid Advisers are mature, highly motivated self-starters with bachelor's degrees from accredited colleges or universities and experience in college advising, college admissions, and/or higher education. Experience with highly selective institutions is a plus. The ideal candidates for this position will possess the following qualities and attributes:

- Culture- and mission-driven – passionate about CAC and increasing opportunity for high-achieving, low-to-moderate income students;
- A positive, solutions-oriented attitude and a willingness to go the extra mile in service of our mission;
- Outstanding interpersonal, written and oral communication skills, with exceptional phone presence and strong customer service skills;
- The ability to – in a remote capacity – motivate, inspire and influence high school students and confidently engage their parents/guardians;
- A commitment to representing CAC with enthusiasm, warmth, and professionalism;
- Highly motivated, organized, and independent, with a demonstrated commitment to achieving measurable results while working in a remote capacity;
- Strong cultural competency skills and experience working with high-achieving, first-generation college bound students and/or students from underserved backgrounds;
- Flexibility, curiosity, and enthusiasm for contributing to an evolving and innovative pilot initiative;
- The ability to thrive in a fast-paced, multi-faceted, and data-driven work environment;
- The capacity to manage multiple projects and assignments, often with competing deadlines;
- A team player who is energetic, hard-working and enthusiastic;
- Proficiency and comfort with Microsoft Office (particularly Excel, Word, and PowerPoint); social media platforms; basic web technology; and Google tools (Hangouts, Google Voice, Drive, Forms, etc.), among others.

COMPENSATION AND BENEFITS

Salary and Benefits: CAC offers a salary and benefits package competitive with other organizations of our size, which includes full health and dental coverage, a matching 401(k) plan, and four weeks of vacation plus sick leave and national holidays. Hybrid Advisers also receive a \$750 cell phone stipend per year and mileage reimbursement for work travel determined by CAC.

Expected Hours: 40 hours per week on a schedule to be determined by CAC.

Location: Hybrid Advisers must live in or near Oakland, CA.

HOW TO APPLY

Please email your resume, cover letter and three professional references to HR@advisingcorps.org, noting "Hybrid Advising Job Opening" in the subject line. Cover letters can be addressed to Allison Mitchall, Program Director of eAdvising. In your letter, please speak directly to your experience and interest in working with our organization. Applications without a cover letter will not be considered.

College Advising Corps is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable. College Advising Corps is an E-Verify Employer.