



YOUTHBUILD COLLEGE ADVISER JOB DESCRIPTION

Supervisor: Regional Director of Programs, West

Location: Based in Southern California (Los Angeles area)

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

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

The YouthBuild College Adviser will play a critical role in delivering college advising through a new partnership between CAC and the YouthBuild Charter School of California (YBCA) to increase the number of YBCA students who apply to, matriculate, and graduate from college. YBCA students are between the ages of 16 and 24 years old, are from low-income families and underserved communities, and have previously left or been pushed out of the traditional school system without a diploma. This unique partnership seeks to re-engage these students and create a pathway to college and career for this traditionally underserved student population. The YouthBuild College Adviser will provide college-going advising to students and carefully track student interactions and outcomes (paying close attention to CAC's Key Performance Indicators [KPIs]) using GRACE, CAC's online student tracker tool in order to meet performance metrics and goals. The YouthBuild College Adviser will serve full-time at various YBCA sites to provide on-site postsecondary support to graduating students. Because students may not always be available during traditional school hours, the YouthBuild College Adviser may be asked to interact with students during non-traditional office hours including evenings or weekends. The YouthBuild College Adviser will also be responsible for attending summer training, ongoing in-service training, and team meetings and may be asked to work on other projects specific to the partnership between YouthBuild and CAC. The YouthBuild College Adviser will report to the Regional Director of Programs, West and an on-site liaison at each of their assigned schools.

DUTIES AND RESPONSIBILITIES

College Advising: Serve as a college adviser, leading efforts to increase college preparation and enrollment rates among high school students at assigned YBCA sites. Services offered on a one-on-one basis and in group settings include but are not limited to: coordinating workshops and experiences designed to increase college awareness; helping students identify and apply to colleges based on CAC's "best match and fit" model; assisting students with various steps of the college application process; helping students search and apply for financial aid and scholarships; and supporting students as they make the transition from high school to college. The services offered are to be tailored to the particular needs of the student population and school.

Communication: Provide professional, customer-service-oriented communication with students, their families, and high school partners. Establish productive working relationships with principals, counselors, and teachers in assigned partner schools. Establish an online presence (i.e. social media, website, blog) with students to communicate reminders and announcements while maintaining a professional demeanor.

Data Collection & Management: Enter data on a daily basis into CAC's GRACE database describing the college advising services delivered to students. Use GRACE to produce weekly data reports to track progress towards CAC's KPIs. Generate additional reports as requested by supervisors and school partners. Participate in online conversations among advisers on the GRACE Discussion Board and be a resource to peers by sharing helpful tools.

Professional Development: Participate in internal weekly meetings and, on occasion, trainings with local CAC advisers from the Southern California College Advising Corps. Collaborate with other YouthBuild College Advisers. Help to organize, provide support for, and attend evening and weekend events organized by partners and other YouthBuild College Advisers. Fully participate in national meetings and trainings with CAC programs and peers, which might require overnight travel. Adhere to the CAC travel policies and guidelines.

QUALIFICATIONS AND EXPERIENCE

The YouthBuild College Adviser will be a highly motivated self-starter with a bachelor's degree from an accredited college or university. Preference will be given to a former CAC college adviser that has recently (within 12 months) successfully completed two years of CAC service. Additionally, the ideal candidate will be available to start July 31, 2017 and will possess the following qualities and attributes:

- Culture- and mission-driven – passionate about CAC and increasing opportunity for all students;
- Experience working with first-generation college students and/or students from underserved backgrounds, such as in college admissions or other advising or mentoring programs;
- Experience working with opportunity youth (preferred);
- Experience working in a high school setting and successfully tracking student outcomes and meeting goals;
- Experience working with multiple stakeholders such as administrators, staff, teachers, students, parents, etc. (preferred);

- Exceptional interpersonal skills and a commitment to representing CAC with enthusiasm, warmth, and professionalism;
- Adheres to CAC's Core Values: demonstrates grace and humility, is data-driven, and celebrates grit, tenacity, and persistence.
- Outstanding written and oral communication skills;
- Dedicated and committed to inspiring and mentoring high school students;
- The ability to confidently engage students' parents/guardians and/or family to support student success;
- The ability to thrive in a fast-paced, independent, start-up environment;
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines;
- Familiarity with various communications platforms, web technology, and Microsoft Office;
- A team player that is energetic, hard-working, enthusiastic, and **committed** to achieving measurable results with attention to detail.

COMPENSATION AND BENEFITS

This is a one-year grant-funded commitment with an annual salary of \$32,500. CAC offers a 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.

HOW TO APPLY

Please email your resume and a cover letter to HR@advisingcorps.org, noting "YouthBuild College Adviser" in the subject line. Cover letters can be addressed to Greg Nicholson, Regional Director of Programs, West. In your letter, please speak directly about your former CAC service, other related experience, and your 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.