

Michigan State University College Advising Corps Job Description

Summary:

Michigan College Access Network (MCAN), in close partnership with Michigan State University (MSU) seeks to help more Michigan students pursue postsecondary education. Recent Michigan State University graduates will serve as advisers in selected public high schools across Michigan, particularly those that are located in communities with low socio-economic status and low adult educational attainment rates. Working alongside school professionals, Michigan State University College Advising Corps Members (Advisers) will support students as they make the transition from high school to a postsecondary institution. Advisers work full time and focus on low-income, first generation students, mentoring these students through the complex and costly steps toward college enrollment. Advisers will provide students and their families with relevant information regarding the benefits of a postsecondary education, preparing for college attendance, and the admission and financial aid processes.

Commitment:

Advisers will commit to a term of service beginning July 5, 2011 through approximately early June 2012. These appointments include a four-week training session on the MSU campus. All training expenses including room, board and travel are covered by MCAN. In an effort for the Advisers to be fully enmeshed in the fabric of the local communities, Advisers are expected to live in the community in which they are assigned. Upon successful completion of the first school year commitment, Advisers may choose to commit to one additional school year of service to the Advising Corps.

Primary Responsibilities:

Interacting on a daily basis with high school students and/or families in the assigned high school to provide relevant information about the postsecondary education experience and the college admission/financial aid processes:

- Encourage each student to consider a broad range of appropriate college choices
- Develop for each student a comprehensive college timeline, including application deadlines for admission and financial aid
- Help each student complete and submit admissions and financial aid applications
- Assist each student in interpreting correspondence from colleges, including offers of admission and financial aid
- Provide information regarding high school course selection, test taking skills, and basic financial planning to help ensure students are college-ready

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

- Visit classrooms, assemblies, and club meetings to offer services and emphasize the necessity of postsecondary study
- Work with local community groups—particularly Local College Access Networks (LCANs)—to provide college access services outside school setting and hours
- Host regular workshops for the families of students to discuss topics relevant to college preparation

Establish productive working relationships with principals, counselors, and teachers in assigned high school as well as other community-based college access professionals

- Assess, in consultation with MCAN, the particular assets and needs of assigned school, and adapt programs and activities to fill gaps, reinforce existing activities, and avoid duplication
- Actively seek the advice and counsel of the on-site supervisor at assigned high school

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

- Assist MCAN, MSU, and the NCAC evaluation staff to identify, collect, and interpret key progress and outcome variables to evaluate the effectiveness of the Michigan State University College Advising Corps
- Submit monthly progress reports to the program director documenting progress and outcome data
- Represent the Michigan State University 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 five weeks of residential training each summer on the MSU campus
- In consultation with the program director, seek out and participate in other opportunities for professional development

Qualifications:

- Bachelor's degree from the Michigan State University in any major, with a 2010 or 2011 graduation date
- Proven ability to work effectively with students, faculty, and staff including those from diverse backgrounds
- Previous experience demonstrating strong leadership abilities, influencing others in a positive manner while achieving goals, and effectively communicating ideas and generating support for ideas
- Ability to work independently and analytically, exercise discretion and good judgment
- Excellent verbal and written communication skills; proficient computer skills
- Ability to manage multiple projects; strong planning and organizational skills
- Demonstrate program development and management experience
- Willingness to handle complex and detail-oriented workload
- Team-oriented towards program design, implementation, and evaluation
- High energy, creativity, ability to assume responsibility; take initiative and develop new programs
- Successfully pass background screening as required by the assigned school district

To Apply:

The application will remain open until the position is filled.

Email the following to Brandy Johnson at brandy@micollegeaccess.org:

Name (First, middle, last):

Current Phone:

Email:

Address:

Month/Year of Graduation:

Overall GPA:

Major(s) and Minor(s):

High School Name and Location:

Two References: Name, title, organization, phone, email

Resume

Compensation:

Annual compensation will include:

Salary	\$25,000 (includes \$2,000 health insurance stipend)
Education award	<u>\$ 5,000</u>
TOTAL	\$30,000

Timeline:

July 5-August 5 Adviser Summer Training Program, MSU Campus

Tuesday, September 6 First Day of School

Note: Advisers will report to high school on date selected by school district for staff professional development. This will likely occur on or around August 29.

High School Placements:

We are currently looking for one adviser to serve:

- **Harper Woods High School, Harper Woods, MI**

Please direct any questions and applications directly to:

Brandy Johnson

Executive Director

Michigan College Access Network

brandy@micollegeaccess.org

Office: 517.316.1713

Cell: 313.454.1387