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## College Adviser Position Description

Michigan State University College Advising Corps (MSUCAC), in close partnership with the National College Advising Corps (NCAC) and the Michigan College Access Network (MCAN), is seeking to help more Michigan students pursue post-secondary education. Recent Michigan State University graduates will serve as AmeriCorps members 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 AmeriCorps members will serve as College Advisers and will support students as they make the transition from high school to a post-secondary institution. Advisers serve 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 post-secondary education, preparing for college attendance, and the admission and financial aid processes.

**Commitment:**

Advisers will commit to a term of service starting in early July and ending at the completion of the academic year usually mid to late June. Advisers must successfully complete a minimum of 1700 hours of service in their schools to receive post service benefits. 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 post-secondary 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 time line, 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 post-secondary 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, and the communities Local College Access Network, 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 promotion of the program

- Assist MSUCAC, MCAN, 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 regular progress reports to the MSUCAC documenting progress and outcome data
- Represent the Michigan State University College Advising Corps, as requested by program staff, to promote the program and the work being done in the schools

Maintain regular professional communication with school staff and MSUCAC staff.

Maintain expertise in admissions and financial-aid advising

- Participate fully in four weeks of residential training each summer on the MSU's campus
- In consultation with your supervisors, seek out and participate in other opportunities for professional development

**Qualifications:**

- Bachelor's degree from Michigan State University in any major, and be within 2 years of graduation
- 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

**Compensation:**

Annual compensation will include:

Living Stipend	\$23,000
Health Insurance	provided
Eli Segal Education award (post-service)	\$ 5,645
TOTAL	\$28,645