



Academic Advisor, College Prep

JOB DESCRIPTION

Position: Academic Advisor, College Prep

Reports to: Education Coordinator

Summary/Description: Academic Advisor, College Prep works closely with high school juniors and seniors who are participants in RHI's Youth Leader program. The Academic Advisor, College Prep work with juniors and seniors to co-create a "right-fit" college roadmap in support of participants' post-secondary goals. This person provides comprehensive college-readiness supports: informing and facilitating college-readiness programming and financial aid workshops; assisting with researching and applying for scholarships; engaging and coaching parents about the college application process; and cultivating and maintaining relationships with college admissions counselors. This is a part-time, non-exempt position, requiring roughly 25 hours per week, on site from 3-8pm Monday through Friday (with some scheduling flexibility, especially over the summer, to meet the 25 hour workload).

Responsibilities: The responsibilities of the Academic Advisor, College Prep include but are not limited to:

- Coach an estimated caseload of 12-15 juniors and seniors on college preparedness.
- Develop and facilitate programming to expose and prepare participants for college.
- Lead the college application process for college-bound participants.
- Develop workshops, events and trips that will support, inspire, and inform participants about the skills needed to pursue higher education and other opportunities (trips, panels, and college tours/fairs).
- Mobilize resources to connect participants with relevant resources important for post-secondary success (SAT courses, college prep mentors, additional tutoring, school/placement visits, etc.).
- Coordinate financial aid, FAFSA workshops; assist students and parents with navigating the financial aid/FAFSA process
- Coordinate with the Education Coordinator to provide differentiated college prep support to participants according to their individual plans, in small group and one-on-one settings.
- Analyze report cards to co-develop improvement plans with participants.
- Develop interactive lessons that will assist youth to develop academic techniques: study skills, organization skills, time management (with support from Education Coordinator).
- Closely working with students' guidance counselors or college advisors for additional assistance.

- Develop and lead parent workshop series on post-secondary options and process.
- Connect with parents/guardians with the financial aspect of the college application process [i.e.-FAFSA/TAP, income documents, Parent PLUS loans].
- Track youth progress and provide consistent documentation/ progress notes about observed needs in the Salesforce Database and other tracking systems.
- Attend staff and planning meetings as needed.

Knowledge and Abilities:

- Excited about community-based youth development work.
- 2-3 years of college counseling and/or college admissions experience
- Strong knowledge of CUNY/SUNY systems; understanding of colleges nationwide and their academic offerings.
- Extensive knowledge of FAFSA/TAP NYS financial aid processes.
- Must have strong communication skills, both written and verbal.
- Proven ability to serve as a role model in an after-school setting.
- Ability to create and implement an educational plan.
- Ability to connect with youth, provide needed support and demonstrate patience and maintain positive attitude.
- Demonstrated ability to work individually and as part of a team.

Education and Qualifications:

- Bachelor's Degree or working toward degree.
- Case management experience (at least 1 yr), preferred.
- Knowledge of college application process and financial aid.
- Experience teaching or facilitating groups.
- Computer skills; experience working with Google Office Suite and Salesforce.
- Resident of Red Hook, preferred.