



Near Peer College and Career Adviser Job Description

Summary:

Savannah Graduates, in close partnership with Armstrong State University, Savannah Technical College, Savannah State University, and Savannah Chatham County Public School System (SCCPSS) seeks to help more SCCPSS students pursue postsecondary education. Recent graduates will serve as advisers in selected SCCPSS high schools. Serving alongside existing high school counselors and other school professionals, Near Peer Advisers will support students as they make the transition from high school to post secondary education. Advisers serve full time and focus on mentoring students (especially those from low income backgrounds and first generation college students) through the complex process toward college enrollment. Advisers will provide students and their families with relevant information regarding the benefits of post secondary education, preparing for college attendance, and the admission and financial aid processes.

Commitment:

Advisers will commit to a term of service beginning July 2016 through June 2017. These appointments include a mandatory week training session to be held in early July. Upon successful completion of the first school year commitment, advisers may be invited to return for an additional year of service.

Primary Responsibilities:

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

- Assist students in completing college and career exploration and developing a solid plan for achieving their educational and vocational goals
- Encourage each student to consider a broad range of appropriate college choices
- Develop a comprehensive college timeline, including application deadlines for admission and financial aid for each student
- Inform student of the benefits of Move On When Ready (dual enrollment) and assist in the enrollment process
- Help students complete and submit admissions and financial aid applications
- Assist students in interpreting correspondence from colleges, including offers of admission and financial aid

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 education
- Partner with local community groups to provide college access services outside the school setting and hours
- Host regular workshops for the families of students to discuss topics relevant to college preparation
- Organize college visits and college representative visits

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

- Assess, in consultation with Savannah Graduates and the high school, the particular assets and needs of assigned school, and adapt and adopt programs and activities to reinforce existing activities to expand the services provided to students 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 Savannah Graduates to identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of Near Peer Program
- Submit monthly progress reports to the program director documenting progress and outcome data
- Represent Savannah Graduates Near Peer Program, as requested by the program director, to potential supporters and to other interested parties

Maintain expertise in admissions and financial-aid advising

- Attend all professional development sessions provided by Savannah Graduates
- In consultation with the program director, seek out and participate in other opportunities for professional development

Qualifications:

- Associate's degree or higher, with a 2015 or 2016 graduation date, from one of our partner institutions (Armstrong State University, Savannah Technical College, Savannah State University)
- Ability to effectively partner 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 serve 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 tasks and projects
- Team-oriented towards program design, implementation, and evaluation
- High energy, creativity, ability to assume responsibility; take initiative and develop new programs
- Successfully pass Federal and State background screening

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Compensation:

Annual compensation will include health insurance and housing.

Application Process:

Please submit a resume that also includes a list of 3 references and their relationship to you, a copy of your transcripts and a short essay (750 words or less) that answers the questions below.

Essay Questions:

- Why are you interested in serving as a near peer college adviser?
- What will make you an effective adviser?
- How do you believe this experience will benefit you both personally and professionally?

Please submit these application materials to Kristin Boylston, Savannah Graduates Program Director, at Kristin.boylston@armstrong.edu. Any questions and inquiries may also be directed via email to Kristin.

Interviews will be conducted the first three weeks of June and will include representatives from Savannah Graduates, partner universities, and placement high schools. Deadline to submit an application is 5PM Wednesday, May 31, 2016.