

**Organization:** ACCESS College Foundation

**Position Description:** ACCESS Advisor

**Reports to:** Program Specialist

**Description:**

The ACCESS College Foundation seeks organized, reliable, team players with the ability to manage multiple tasks to fill college access advisory roles within the public school districts and the non-profit sector. Advisors are needed for our High School Program with a work location of a high school in Southampton Roads. This is a 37.5 hour work week with regular hours Monday through Friday depending on work location. There are times that after hours and weekend work is required. Starting salary is \$46,627 and the employment term is 8/29/22 – 6/16/23. Robust benefits package is available.

**Minimum Qualifications:**

A bachelor's degree. The successful candidate must be creative and detail-oriented with excellent written and oral communication skills. Computer skills are required, and the ability to work with the Microsoft Office suite (including Word, Excel, Outlook) is essential as well as experience in database software. Must be able to provide his or her own transportation to and from work locations and other program events. Must be able to lift, push, or pull a minimum of fifty pounds from one location to another.

**Required Skills:**

Successful candidate must have:

- Experience in/familiarity with the college admissions and financial aid processes.
- Enthusiasm for helping public school students and their families.
- Strong organizational skills.
- Experience working in an environment requiring significant collaboration with public school districts.
- Exceptional presentation skills (oral and written) and the interpersonal skills necessary to represent the Foundation to a broad range of constituents.

**Essential Functions:**

Responsibilities include but are not limited to the following:

1. Communicate, carry out and meet ACCESS goals for students, parents, and the community at large.
2. Focus on the primary task of assisting ACCESS students in all aspects of the college entrance and financial aid process.
3. Educate and assist students and their parents in applying for financial aid (Free Application for Federal Student Aid).
4. Maintain and provide accurate records for ACCESS students in CBART database.
5. Must be visible in designated work locations (i.e. classroom visits/presentations, lunchrooms, and assemblies).
6. Deliver professional presentations to parents, students, and the community.
7. Other duties as assigned by the Program Administrator and Vice-President for Programs.

**To Apply:**

Submit resume and letter of interest by email with a subject line of "ACCESS Advisor" to Cheryl Jones, Vice-President for Programs, to [cjones@accesscollege.org](mailto:cjones@accesscollege.org) no later than 11:59 pm on July 29, 2022 or until the position is filled. Summarize any training, skills and/or characteristics you have that qualify you for the position in your letter of interest. AA/EOE/Drug Free Workplace. **No phone calls or walk-ins accepted.**