



*“Changing the lives of under-represented college bound students”*

## **“College Access Advisor”**

### **Job Description**

#### **History**

Higher Heights Youth Empowerment Programs, Inc. (HHYEP), founded in 2004, is a statewide college access organization that provides college-planning services to districts and high school students, grade 9 thru 12, and their families, throughout the State of Connecticut.

Our **mission** is to change the lives of under-represented college-bound students and **Empower, Encourage, and Equip** them to obtain a post-secondary education.

Our **organization’s goal** is to provide more equitable access to college preparatory resources and services to a broad range of students and their families who have a history of being deprived and who as a consequence are underrepresented in the pool of academically high-achieving students.

#### **Description**

**Job Title:** College Access Advisor

**Reports to:** Executive Director

**Work Hours:** 35 hours per week (typical hours model the school day)

**Pay Rate:** \$25 per hour

**Start Date:** August/September 2022

### **I. Job Summary**

**Summary/Description:** The College Access Advisor works across the High School program to build and sustain a college-going culture and promotes awareness of the link between higher education and professional careers. There is a focus on supporting high school students in grades 9-12. 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.

#### **Primary Responsibilities –**

The Advisor will:

- Serve as the college advisor for students (grade 9-12)
- Develop lessons and workshops focused on college and career readiness and planning
- Develop year-long calendar of college and career activities and lessons
- Coordinate events and trips that will support, inspire, and inform students about the skills needed to pursue higher education and other opportunities (trips, panels, and college tours/fairs)
- Email students and parents on a weekly basis to remind them of sessions
- Coordinate admissions visits, financial aid, and FAFSA workshops; assist students and parents with navigating the financial aid/FAFSA process
- Coordinate with the school counselor to provide differentiated college prep support to

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Office (475) 655-3117

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participants according to their individual plans, in small group and one-on-one settings

- Develop and lead parent workshop series on post-secondary options and process
- Weekly Track youth progress and student data
- Attend staff and planning meetings as needed
- Establish and maintain effective working relationships with students, parents, school counselors, school administrators, post-secondary institutions, and organization staff
- Reach out to local colleges for partnerships in planning activities and events
- Participate in professional development activities to keep current on changing rules and regulations in financial aid matters and to network with other college access advisors
- Advisors are expected to communicate and meet with students (in-person or virtually) during the work week for one-on-one sessions
- Advisors facilitate Saturday group sessions

### **III. Knowledge and Abilities**

- Excited about community-based youth development work.
- Proven ability to serve as a role model in an after-school setting.
- Ability to connect with youth, provide needed support and demonstrate patience and maintain a positive attitude.
- Demonstrated ability to work individually and as part of a team.
- Ability to work well with diverse types of people; eagerness to help low-income young people improve themselves.
- Excellent communication, organization, and time management skills.
- Ability to multitask and handle potentially stressful situations calmly and appropriately.
- High energy, enthusiastic, strong commitment to public service and social justice.
- Familiarity with the college admissions process, including standardized tests, application process and financial aid strongly preferred.
- Desire to work in a growing nonprofit organization, ability to adapt, creativity, and commitment to excellence are highly valued.

### **IV. Education and Qualifications:**

- Associates or Bachelor's Degree
- Knowledge of college application process and financial aid
- Experience teaching or facilitating groups
- Computer skills; experience working with Google, Excel, Word and email
- Access to reliable transportation required

### **Logistics**

The College Access Advisor will commit to a schedule of 35 hours per week. Typically day models the school day from 7:30am - 3:00pm.

### **COMPENSATION & BENEFITS:**

- Health Care Plan
- Paid-time off
- Mileage Reimbursement
- Business Laptop
- Conferences & Professional Development

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**Submission Information:**

Please submit materials that detail your interest, qualifications and other relevant information. At a minimum, application materials should include: cover letter; resume detailing background and skills; and list of three professional references.

Email all materials to [chaka@higherheightsyouth.org](mailto:chaka@higherheightsyouth.org)

FLSA Status: Exempt

Date: 07/2022

*Higher Heights Youth Empowerment Programs, Inc. is proud to be an Equal Opportunity Employer. Employment with Higher Heights Youth Empowerment Programs, Inc. is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status.*

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