



**AdviseMI AmeriCorps Member Position Description
Brethren High School/ CASMAN Academy**

Summary:

The Michigan College Access Network (MCAN) in close partnership Michigan colleges and universities, seeks to help more Michigan students pursue postsecondary education. Recent graduates (Bachelor's) will serve as AdviseMI AmeriCorps advisers at Brethren High School and CASMAN Academy. Serving alongside high school counselors and other school professionals, advisers will support students as they make the transition from high school to a postsecondary education institution. Advisers serve full time and focus on advising students, especially those from low-income backgrounds, through the complex steps toward college enrollment. Advisers will provide students and their families with relevant information regarding the benefits of a postsecondary education, preparing for college attendance, and the admission and financial aid processes.

Commitment:

Advisers will commit to an AmeriCorps term of service from July 2018 through June 2019. Candidates that are not willing to make a commitment to a full year of service with the program should not apply. This position includes a mandatory residential four-week training session at Michigan State University (East Lansing) beginning July 2018. All training expenses including room, board and travel are covered by the program. Successful advisers are fully enmeshed in the fabric of the local communities and, as such, Advisers are encouraged to live in the community in which they are placed. Upon successful completion of the first year commitment, Advisers may be invited to return for an additional year of service with the AdviseMI program if they choose.

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:
 - 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
 - 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
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- 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 participation
 - Partner with local community groups—particularly Local College Access Networks (LCANs)—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 campus visits and on-site 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 MCAN and the high school, the particular assets and needs of the assigned school, and adapt and adopt programs and activities to reinforce existing efforts to expand the services provided to students and avoid duplication
 - Actively seek the advice and counsel of the on-site supervisor at the assigned high school
- Assist in the assessment and long-term sustainability of the program
 - Assist MCAN to identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of AdviseMI
 - Submit monthly progress reports to the program staff documenting progress and output data
 - Represent AdviseMI, as requested by the program staff, to potential supporters and other interested parties
- Build and maintain expertise in admissions and financial-aid advising
 - Participate fully in a mandatory, four-week residential training session
 - *Training will held be at Michigan State University from Sunday, July 8th, 2018 to Friday, August 3rd, 2018
 - Attend all professional development training sessions provided by AdviseMI
 - In consultation with the program director, seek out and participate in other opportunities for professional development

Eligibility:

Applicants must be a United States citizen, a national, or a legal permanent resident and at least 18 years of age. Documentation of proof of age and citizenship will be required during the selection process.

Qualifications:

- Bachelor's degree in any subject area with a 2016, 2017 or 2018 graduation date, from one of our partner institutions:





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- 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
- Willingness to handle complex and detail-oriented tasks and projects
- High energy, creativity, ability to assume responsibility; take initiative and develop new programs
- Successfully pass Federal and State background screening
- Provide documentation of eligibility for service (e.g. birth certificate, passport, transcripts)
- Dependable transportation to get and from your service site

Compensation:

Annual compensation will include: Living allowance (\$24,000), post-service education award (\$ 5,920)*, health insurance, and childcare coverage to eligible individuals.

**Upon successful completion of the full year of service, members are eligible to receive a Segal AmeriCorps Education Award. The education award may be used to pay educational costs at eligible post-secondary educational institutions, to repay qualified student loans. Individuals may only earn the equivalent of two full-time education awards during their lifetime.*

Application Process:

AdviseMI application opens: January 12th, 2018

Interviews: April 17th, April 20th and May 10th

Final application deadline: May 7th, 2018

Program start date: July 8th, 2018

AdviseMI Mandatory summer training: July 8th, 2018 - August 3rd, 2018

To Apply:

Please submit a resume that includes a list of 3 references and their relationship to you and a copy of your unofficial college transcripts.

Please submit these application materials to advise@micollegeaccess.org

**Questions may be directed to AdviseMI program staff at 517.316.1713 or
advise@micollegeaccess.org**