



IYT College Academy

College Advisor

Organization Overview

Improve Your Tomorrow, Inc. (IYT) is a college access and completion nonprofit focused on increasing the number of young men of color to attend and graduate from colleges and universities. IYT is an AmeriCorps partner organization serving over 1,100 students in Sacramento County, Stockton and college students across the nation.

IYT AmeriCorps College Advisors commit to serving full time for one year at an IYT partner campus. College Advisors are paid a living allowance of \$10,800 and receive a \$3,047.50 education award upon completing 900 hours.

College Advising Responsibilities:

- Build and sustain a program wide culture of attending and graduating from college
- Lead all workshops relating to college access and completion including but not limited to SAT/ACT preparation, personal statements and scholarships
- Recruit students to take part in college related extracurricular programming including camps, off campus workshops etc.
- Regularly meet with seniors to assist with all items related to college including but not related to college applications, scholarships, FAFSA, placement test, etc.
- Participate and facilitate college tours to campuses across California
- Facilitate college admission and financial aid workshops for students and parents
- Track and report key student performance indicators to supervisor on a monthly basis (e.g. student credits, progress toward graduation, college eligibility, college/program applications, college/program acceptances, scholarships)
- Maintain external relationships to bring services or opportunities to the school (e.g. SAT test preparation courses, guest speakers)
- Support and facilitate concurrent enrollment with local colleges
- Follow up with students after graduation (e.g. calls, e-mails, coordinated Advisor outreach) to identify and problem-solve barriers to college matriculation
- Ensure students are registered for college testing (e.g. PSAT, SAT, ACT, etc.)
- Develop and maintain relationships with colleges
- Cultivate relationships with community organizations
- Develop a student alumni network that will provide support to current high school students (e.g. guest speakers, hosts for college visits) and prospective/incoming college students (e.g. a college ambassador role to support younger students)
- Other duties as assigned

Qualifications:

- Passion for IYT's mission, vision and values
- B.A. or B.S. required
- Experience working in an academic setting with young men of color and their parents/families
- Strong professional collaborative skills
- Excellent communication skills

- Ability to work well under pressure and adapt easily
- Comfortable with a dynamic environment

Schedule: Half time (20-25 hours per week)

Benefits: \$10,800 living allowance per year. AmeriCorps members also receive a \$3,047.50 education award upon completion of 900 hours.

Complete your application, cover letter and submit resume at improveyourtomorrow.org. For questions email iyt@improveyourtomorrow.org

Resumes will be accepted until July 17, 2019.

**** Important Note:** Fingerprinting is required for employment, with expense covered by employer