

Post-Secondary Advisor Position

Schedule: 40 hours/52 weeks (Year-Round)

Reports to: School District Administrator

Location: Ludington Area School District, Ludington, MI

Employer: PCMI

Goal: The position will assist high school students with post-secondary planning and readiness.

Objectives: Meets regularly with high school students to assist them in meeting their post-secondary goals. Perform duties that lead to a greater college going culture in Mason County. Build relationships to encourage high schools, students, and families to embrace Mason County Promise goals and outcomes.

Summary: The Mason County Promise Zone Post-Secondary Advisor will provide direct services to high school students in support of the Mason County Promise Zone's efforts to increase the college going culture for Mason County students through post-secondary preparation, transition to post-secondary education, persistence, retention and completion. This person must be motivated and be able to work independently in our partner high schools to provide student services, focused on building relationships and outreach, within our K-12 partner schools, and students' transition to a post-secondary institution.

Activities include connecting with students one-on-one/small groups, events/programming, and developing partnerships with designated K-12 schools.

This position requires regular communications with students, high schools, community partners, and Promise Zone staff through various means such as e-mail, phone call, classroom visits, events and face to face conversation is expected. The Promise Zone Post-Secondary Advisor is expected to be knowledgeable about community, high school, post-secondary, and campus resources for referrals and creative strategies to encourage and support students.

ESSENTIAL FUNCTIONS

- Build relationships with prospective Promise Zone students in designated high schools and work independently in high schools to promote the mission of the Promise Zone.
- Build and maintain productive relationships with school staff.
- Provide leadership in developing, planning, and implementing activities that promote the Promise Zone scholarship to eligible students and families through a variety of communication and outreach activities.
- Represent the Promise Zone in designated schools K-12 schools, outreach activities, and throughout the community.
- Maintain current knowledge of Promise Zone, WSCC, and partner high school processes. This will include, but is not limited to, eligibility requirements, college application/enrollment steps, and coordinating high school processes.

- In collaboration with high school partner(s), provide student support services:
- Assist students with creating individualized post-secondary plans based on goals and other factors identified by students.
- Support students with scholarships and admissions applications for any Michigan-based college or university.
- Help students, regardless of post-secondary trajectory, to prepare for the next steps after high school.
- Refer student concerns to appropriate high school, post-secondary institution service areas, and community resources and services as needed.
- Facilitate targeted post-secondary readiness workshops as needed and defined by the Promise Zone department and/or high school partner(s) for students and their supporters.
- Encourage and assist students to complete necessary tasks, targeted interventions, and utilize resources to promote post-secondary attainment.
- Have extensive knowledge on the financial aid process, FAFSA completion, and other financial aid resources, and be able to assist students and families in one-on-one and group settings.

- Utilize technology to manage communication with students. Record notes of student interactions, referrals, resources, and interventions as applicable to improve support provided to students.
- Establish productive relationships with high schools, the Promise Zone Board, and post-secondary partner institutions.
- Be knowledgeable and inform students/schools/families about existing systems/programs that provide student support. This may include, but is not limited to, external financial programs, community resources, etc.
- Partner and assist with current activities to provide additional resources to support post-secondary plans and expand services to students and families.
- Plan and execute necessary events to support the enrollment processes with partner post-secondary institutions. This may include application days, FAFSA workshops, campus tours, and new student orientations.
- Track and monitor student progress toward post-secondary plans.
- Maintain current knowledge and provide information regarding academic and occupational degrees, as well as job training programs.
- Counsel students with the post-secondary enrollment processes. This may include, but is not limited to, admissions applications, financial aid, and course registration.
- Create and execute communication plans that provide relevant information to students, families, and K-12 partners that may include print, texting, phone calls, and emails.
- Engage in regular communication with Promise Zone staff and partner high schools.
- Support college-going activities such as college fairs, rep. visits, etc.
- Input and report student data as needed.
- Other duties as assigned.
- Regular attendance during normal scheduled hours is required. Being present is essential for serving students and performing the essential functions of this position. This is a year-round position.

To apply, contact Jody Maloney with the Mason County Promise. Email: jodym@ludington.org or jobs@lasd.net