**AdviseMI AmeriCorps Member Position Description and Application**

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**Summary:**

The Michigan College Access Network (MCAN), in close partnership with Michigan colleges and universities, seeks to help more Michigan students pursue and succeed in postsecondary education. Recent college graduates (bachelor’s degree or higher) will serve as AdviseMI AmeriCorps advisers in selected high schools across Michigan, particularly high schools that are located in communities with low college-going rates and low adult educational attainment rates. Serving alongside high school counselors, principals and other school professionals, advisers will support students as they complete the college-going steps and make the transition from high school to a postsecondary education institution. Advisers serve full time and focus on advising students who are first-generation college-going students, low-income students, and/or students of color. 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 a full-time AmeriCorps term of service from August 2021 through June 2022. Candidates who are not willing to make a commitment to a full year of service with the program should not apply.  This position includes a mandatory four-week training in August 2021. All training expenses, including room, board and travel, (if training held in-person) 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 one additional year of service with the AdviseMI program if they choose.

**Primary Responsibilities:**

* Interact 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 while providing regular reminders and follow up of deadlines or other pertinent college access information.
* 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
* 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 of 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/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 documenting progress and output data to the program staff
* Represent AdviseMI, as requested by the program staff, to potential supporters and other interested parties
* Build and maintain expertise in admission and financial aid advising:
* Participate fully in a mandatory training session
  + - Residential training in August 2021, COVID allowing (4 weeks)
    - Virtual training components as assigned
* 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 graduation date in or after December 2018 from one of the following colleges or universities: ***Adrian College, Albion College, Aquinas College, Baker College, Central Michigan University, Eastern Michigan University, Ferris State University, Lake Superior State University, Kalamazoo College, Madonna University, Northern Michigan University, Oakland University, Olivet College, Saginaw Valley State University, Siena Heights University, University of Michigan- Dearborn, University of Michigan-Flint, Wayne State University, and Western Michigan University.***
* 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 within the high school setting
* Successfully pass Federal and State background screenings
* 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 ($25,000), post-service education award\* ($ 6,345), health insurance (including dental, medical and vision), 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.*

*Other benefits: Advisers are eligible to receive 15% tuition and mandatory fees for Saginaw Valley State University and a scholarship of up to $6,000/year at Baker College for graduate studies.*

**Application Process:**

**AdviseMI applications opens:** January 14, 2021

**Interviews:** Spring 2021

**Program year start date:** August 2021

**AdviseMI Mandatory summer training:** August 2021 (Final dates TBD- 4 weeks)

**Program year end date**: June 2022

**To Apply:**

Visit [**https://mcan.smapply.org/prog/advisemi\_adviser\_application**](https://mcan.smapply.org/prog/advisemi_adviser_application)and follow application instructions.Applications are processed on a rolling basis. Applicants should apply as soon as possible, since interviews for individual high school placements can vary.

**Questions may be directed to AdviseMI program staff at** [**advisemi@micollegeaccess.org**](mailto:advisemi@micollegeaccess.org)**.**