



## AmeriCorps Member Position Description



**Member Position / Title:** College Counseling Associate

**# of Member Slots in this Position:** 1

**Member Immediate Supervisor:** Chelsea Werner

**Name: Days / Hours of Service:** M-Th 10am-8:30pm

**Member Immediate Supervisor Title:** Director of College Counseling

**Partner Organization Name:** Baton Rouge Youth Coalition

**Website:** [www.thebryc.org](http://www.thebryc.org)

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### **Organization/Agency Mission and/or Goals:**

The Baton Rouge Youth Coalition (BRYC) prepares high-achieving, under-resourced high school students to enter, excel in, and graduate from college so they can become full participants in society. BRYC's main goals are to ensure that 1) 97%+ of Senior Fellows get into the four-year colleges of their choice with responsible payment plans, 2) 80%+ of program graduates earn bachelor's degrees in six years, and 3) 80%+ of Alumni secure jobs or graduate school admission within six months of college graduation.

### **Program Mission and/or Goals:**

The CCA will work on BRYC's College Team along with BRYC's Director of College Counseling, Writing Manager, and two College Counseling Managers. This team will focus on achieving the following goals:

1. 97%+ of the 100 members of BRYC's Class of 2020 will have the option to enter a four-year college with a responsible payment plan
2. 80%+ of BRYC College Fellows will graduate to the next grade or from college
3. BRYC has updated contact and educational data for 90%+ of College Fellows and Alumni
4. 80%+ of BRYC College Fellows and Alumni are connected to BRYC through social media, volunteerism, and/or communication with staff and/or high school Fellows

### **Community Need:**

Many low-income students in our city are capable of graduating from college and returning to our city as leaders and innovators. But they receive little support. East Baton Rouge's average counselor-to-student ratio is about 300:1. If the most qualified counselors focused exclusively on college advising instead of also assisting with scheduling, testing, and personal guidance, they would still find it impossible to offer the support even their most driven low-income students need to enter college. There is a misconception that if low-income students perform well academically and make good choices, they will certainly attain college success. This is true for students from educated, affluent families, but it underestimates resource gaps that cause 89% of low-income students nationally to drop out of college. BRYC identifies promising teens on the margins and helps them realize college success. Each year, we send at least 97% of our Senior Fellows to four-year colleges with responsible payment plans, and historically, more than 80% remain on track to bachelor's degrees.

**Member Position Summary:**

The CCA's responsibilities will fit in three main realms. As is true of all BRYC staff members, she or he will also have a number of secondary, but critical, responsibilities.

- **Realm 1: Maintain College Resources** – The CCA will build and maintain online systems that will enable BRYC to efficiently review and pay for hundreds of college admissions, scholarship, financial aid, and college transition forms and applications throughout the school year. The CCA will also maintain a hub of online resources for BRYC Senior Fellows to access. In this realm, the CCA's goal is to create and institutionalize online processes and infrastructure (e.g. forms, etc.) that eliminate bottlenecks and free our Director and Managers of College Counseling to focus on supporting the Fellows in their cohorts.
- **Realm 2: College Tour Management** – The CCA will be responsible for planning and executing at least two college tours with 40+ Fellows. This involves arranging transportation, accommodations, and communicating with all colleges BRYC is planning to tour. The CCA will then be responsible for creating a detailed and extensive binder or folder for each person attending the tour.
- **Realm 3: College Transition Support** – The CCA will support BRYC's College Matriculation and Persistence Team by conducting research on various colleges, supporting senior events, using social media and other means to stay connected with Senior Fellows, College Fellows, and Alumni. In this realm, the CCA's goal is to help the members of BRYC's College Matriculation and Persistence Team keep 80%+ of Senior Fellows, College Fellows, and Alumni stay connected to BRYC.
- **Realm 4: Secondary Responsibilities** – All BRYC staff members must have an "all hands on deck" approach to our work. That is, they must be willing to provide support outside their core roles. The CCA will be asked to provide support with projects outside his/her main job scope, including but not limited to:
  - Supporting with College Mentor communication and coordination
  - Supporting staff members with end-of-semester grade collection
  - Engaging with programs that interest the CCA and generally being supportive to Fellows
  - Supporting with miscellaneous program and operational issues that arise unexpectedly

**Member Impact:**

The CCA's realms of responsibility are essential to BRYC's success. If they are effective, their contributions have the potential to enhance BRYC's programmatic success considerably. On the other hand, a lack of effectiveness in these realms has the potential to hinder BRYC's production and progress.

- **Realm 1: Maintain College Resources:** Implementation of effective online processes for college process-related application and payment submission will eliminate staff, Fellow, and volunteer confusion through standardization. Most importantly, it will free BRYC's Director and Managers of College Counseling to focus their time on supporting Fellows. Finally, the creation and maintenance of a college process-related online BRYC resource hub will give Senior Fellows and their College Mentors access to tools that will help them enter college with responsible payment plans.
- **Realm 2: College Tour Management:** Successful college tours are essential to the BRYC experience. Executing a successful college tour takes considerable time and patience. If the CCA is effective in managing a successful college tour, it will save the precious time of the Director of College Programs, make strong networking connections with new colleges and universities, and best of all, make it easier for staff to execute a memorable College Tour for the Fellows.
- **Realm 3: Communications:** BRYC's College Matriculation and Persistence Team has a tall order: to consistently communicate effectively with more than 300 high school seniors, college students, and college graduates, as well as 100 College Mentors. If the CCA is effective, they will play a critical role in broadening BRYC's strategic communications reach, ultimately enabling us to better serve the Fellows in our program. Additionally, they will assist with College Mentor coordination, freeing up the Director and Managers of College Counseling to exercise their expertise.

**Essential Functions of Position:**

Reporting to the Director of College Counseling, the College Counseling Associate will work toward the following outcomes:

- Realm 1: Maintain College Resources
  - Build and maintain online systems for a high volume of application review/submission and payment requests
  - Build and maintain a web-based hub for college process-related resources
- Realm 2: College Tour Management
  - Create an itinerary and plan for BRYC's College Tour(s)
  - Ensure precise and timely communication with all colleges, accommodation, and transportation agencies
  - Effectively manage time to ensure that the tour(s) are successful
- Realm 3: Communications
  - Assist the Directors of College Counseling and Director of Persistence in implementing initiatives to keep Seniors connected to BRYC throughout graduation season
  - Utilize email, text messaging, and calls to connect individually with students as needed
  - Help identify new and more effective supportive tactics and strategies for Senior Fellows

**Required Knowledge, Skills, and Abilities**

The College Counseling Associate should:

- Have an uncommon work ethic
- Have high comfort with Internet technology, particularly Google Drive and related Cloud platforms
- Have comfort with Word Press or similar platforms for website development
- Be proficient with MS Word, MS Excel, and DropBox
- Demonstrate strong follow-through, responsiveness, and timeliness
- Demonstrate strong organizational skills and attention to detail
- Be able to manage simultaneous projects
- Possess a "can do," team-oriented attitude, and a willingness to put service above self

**Required Academic and Experience Qualifications:**

The College Counseling Associate should hold a bachelor's degree at minimum.

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- Corps member candidates will undergo a federal and state background check and are checked against the National Sex Offender Registry. The AmeriCorps and Serve Louisiana guidelines dictate that a candidate can be disqualified for the following reasons:
  - Murder conviction
  - They are registered on the sex offender registry
  - They provide a false statement in response to inquiry about criminal history (application or interview)
  - They refuse to undergo the background check

Please indicate here if your organization has any other restrictions or requirements that would deem a candidate not eligible to serve with your organization. Otherwise, please check this box:

Our organization does not have any additional disqualifiers to become an AmeriCorps member.