



Dream Team Academic Advisor JOB DESCRIPTION

General Description:

The Greeley Dream Team has a federally funded Educational Talent Search (ETS) pre-collegiate program that creates educational opportunities for low-income, first generation students while providing access to higher education and assisting in the transition to college. The Dream Team Program works with students in Greeley-Evans School District 6 who are in grades 6-12 who have the drive to pursue a college education. The Academic Advisor provides academic advising services, recruitment activities, and prepares secondary students for post-high school experience, including college, career and success skill advising.

Reports to: Executive Director/Assistant Director of Programs

Responsibilities:

- **RECRUITMENT**
 - Identify and recruit eligible program participants in grades 6-12
 - Must have skills to persuade, motivate, understand, and communicate with middle and high school students
 - Must be able to work with a diverse student population

- **ADVISING**
 - Advise and provide planned services that assure retention, promotion and graduation for a caseload of approximately 175 students
 - Assist students in completing college admission and financial aid applications
 - Advise and assist high school seniors to become “college ready” and assure that they are prepared to enroll in a program of post-secondary education
 - Assist students in preparing for college entrance applications, examinations, and scholarships
 - Guidance on and assistance in secondary school re-entry or entry to GED programs or other alternative education programs for secondary school dropouts
 - Personal and career counseling

- **DATABASE & RECORDS**
 - Maintain student program files, keeping information current, accurate and confidential
 - Entering student data and tracking through the Blumen Student Tracking System

- **SPECIAL EVENTS & FIELD TRIPS**
 - Plan and/or assist with parent workshops, activities and meetings
 - Organize, facilitate and participate in field trips to local, in-state/out-of-state college campuses

- **COLLABORATION**
 - Work closely with counselors and administrators at the school(s) where you are assigned.
 - Individual parent contact as needed

- **TEAM MEMBER of The Greeley Dream Team**
 - Support annual events and activities as assigned
 - Attend staff meetings
 - Communicate with co-workers and supervisor
 - Adhere to policies and procedures

- **OTHER DUTIES**
 - Responsible for carrying out program goals
 - Participate in Local, State and Regional conferences as assigned
 - This position is highly visible in outreach where adherence to protocol, policies and procedures is expected and of high priority
 - Professional appearance in dress and manor
 - Other activities as assigned

Qualifications:

- Bachelors Degree required, preferred in the following areas: human services, education or other related fields.
- Prior experience in working with a diverse student population and/or a TRiO or pre-collegiate program.
- Knowledge of post-secondary education and financial aid
- Technical knowledge of: Windows, Word, Excel, Access, PowerPoint and the World Wide Web
- Self-motivated
- High level customer service skills
- Excellent communication skills; oral and written
- Demonstrated organizational, multi-tasking and detail oriented skills
- Bilingual (English/Spanish) preferred
- Some weekend and evening work will be required

Terms:

This position offers the following:

- Exempt Salaried Position
- Salary dependent upon qualifications
- Medical, dental, vision, sick, discretionary leave and a 403 (b) retirement account
- 10.5 month calendar (August – June) with District 6 Holidays observed
- Scheduled day hours with some evenings and weekends required

Submittal Procedure:

Interested candidates must submit a cover letter, resume, and references. Submit documents by email (ebarber@greeleyschools.org), fax, mail or walk-in your packet to:

The Greeley Dream Team
 ATTN: Executive Director
 1025 9th Avenue, Suite 336
 Greeley, CO 80631

**Closing Date: For Full Consideration Please Submit no later than
August 1, 2018**

Applications will be accepted until position is filled.