

Next Steps Advisor Position Description

Summary:

Earn to Learn seeks to help more Arizona students pursue postsecondary education. Currently enrolled college students and recent associate and bachelor's degree recipients will serve as a Next Steps Advisor in selected high schools across Arizona that seek to enhance their college-going culture. Serving alongside high school counselors and other school professionals, advisors will support students as they make the transition from high school to a post-secondary educational institution. Advisors serve part-time and focus on advising students, especially those from low-income backgrounds, through the complex steps toward college enrollment. Advisors will provide students with relevant information regarding the benefits of a post-secondary education, preparing for college attendance, and the admission and financial aid processes.

Commitment:

Advisors will commit to a term of service from September to June with a mandatory orientation (hours vary per week, depending on the commitment, slots are listed below). Candidates who are not willing to make a commitment to the hours of service, with the program should not apply. Successful advisors are fully enmeshed in the fabric of the local communities and, as such, advisors are encouraged to live in the community in which they are placed. Upon successful completion, advisors may be invited to return for one to three additional years of service with the Earn to Learn Next Steps Program.

Primary Responsibilities:

- Interact weekly with high school students and families in the assigned high school to provide relevant information about post-secondary education and the college choice, application, and financial aid processes:
 - Encourage each student to consider a broad range of appropriate college choices
 - 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, including Earn to Learn
 - 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 Programs—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 community-based college access professionals:

- Assess, in consultation with Earn to Learn and the high school and/or community program, the 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 and/or community program
- Assist in the assessment and long-term sustainability of the program through data collection:
 - Assist Earn to Learn to identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of the program
 - Submit daily student tracking data documenting interactions and output to Vistashare
 - Represent AmeriCorps, 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
 - AmeriCorps Introductory Orientation
 - Self-paced and collaborative virtual training components
 - Attend professional development training sessions provided by Earn to Learn and other partners throughout your term of service
 - In consultation with the program coordinator and your site supervisor, seek out and participate in other opportunities for professional development

Program Supervisors:

- The Next Steps Program Access Coordinator(s): Max Berry (Max@earntolearn.org). You will connect and meet with your Coordinators once a month and participate in the monthly held virtual trainings.

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:

- Associate or bachelor's degree in any subject area with a **recent** graduation date from an accredited college or university or current college student
- Available to serve in a local high school or college access program a minimum of 2-3 days/week in total
- 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 manage complex and meticulous tasks and projects
- High energy, creativity, ability to assume responsibility
- Take initiative and develop innovative 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 to and from your service site

Compensation:

Annual compensation will include a monthly living allowance and a post-service education award* which varies per time slot commitment.

**Upon successful completion of the full year commitment.*

Time Slot - Total Hours of Service	Stipend	Segal Education Award*
675	\$ 12,050.00	\$ 2,626.27
450	\$ 8,033.33	\$ 1,824.07
300	\$ 5,355.56	\$ 1,459.26
100	\$ 1,785.19	\$ 388.03

Monthly living allowances will vary depending on hours the Applicant committed to and how many pay cycles between when an Applicant starts and their end date.

To Apply:

Visit earntolearn.org/nextstepsadvisor/ to submit your application.

Please direct all questions to nsp@earntolearn.org. Applications are processed on a rolling basis. Applicants should apply as soon as possible since interviews for individual high school placements can vary.

List of Host Sites and Location:

Northern	
Coconino High School	2801 N Izabel St, Flagstaff, AZ 86004
Flagstaff High School	400 W Elm Ave, Flagstaff, AZ 86001
Williams High School	440 S 7th St, Williams, AZ 86046
Central	
Access ASU	1130 E University Drive, Tempe, AZ 85281
Apache Junction High School	2525 S Ironwood Dr, Apache Junction, AZ 85120
Barry Goldwater High School	2820 W. Rose Garden Lane, Phoenix, AZ 85027
Maryvale Preparatory Academy	4825 W Camelback Rd, Phoenix, AZ 85031
Mission Heights Preparatory High School	1376 E Cottonwood Ln, Casa Grande, AZ 85122
Peoria Accelerated High School	11200 N 83rd Ave, Peoria, AZ 85345
San Tan Foothills High School	1255 W Silverdale Rd, Queen Creek, AZ 85142
University of Arizona – EAO	Phoenix, AZ
West Phoenix High School	3835 W Thomas Rd, Phoenix, AZ 85019
Southern	
Catalina High School	3645 E Pima St, Tucson, AZ 85716
Cholla High School	2001 W Starr Pass Blvd, Tucson, AZ 85713
Cienega High School	12775 E Mary Ann Cleveland Way, Vail, AZ 85641
Desert View High School	4101 E Valencia Rd, Tucson, AZ 85706
Flowing Wells high School	3725 N Flowing Wells Rd, Tucson, AZ 85705



Gila Ridge High School	7150 E 24th St, Yuma, AZ 85365
Kofa High School	3100 S Avenue A, Yuma, AZ 85364
Nogales High School	1905 N Apache Blvd, Nogales, AZ 85621
Nosotros Academy	440 N Grande Ave, Tucson, AZ 85745
Palo Verde High School	1302 S Avenida Vega Tucson, AZ 85710
Pueblo High School	3500 S 12th Ave, Tucson, AZ 85713
Rincon High School	421 N Arcadia Ave, Tucson, AZ 85711
Rio Rico High School	590 Camino Lito Galindo, Rio Rico, AZ 85648
Sahuarita High School	350 W Sahuarita Rd, Sahuarita, AZ 85629
Sahuaro High School	545 N Camino Seco, Tucson, AZ 85710
San Luis High School	1250 N 8th Ave, San Luis, AZ 85349
Sunnyside High School	1725 East Bilby Road, Tucson, AZ 85706
Tucson High School	400 N 2nd Ave, Tucson, AZ 85705