Proposed Job Title: Postsecondary Coach – Graduate Assistantship

Date: January 13, 2016

FSLA Status: (To be completed by HR)
- Exempt
- Nonexempt

Reports To: Samantha Haviland

Department: Office of College and Career Readiness

# of Direct reports: 0

Work Year: Based on school schedule

PHYSICAL/ENVIRONMENTAL CHARACTERISTICS

Essential functions are routinely performed in:
- General Office Setting
- Mechanical Setting
- Outdoors
- Other (Describe)____________________
- School
- Warehouse

Travels throughout District

Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required.

POSITION OBJECTIVE

Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

The Postsecondary Coach will provide support and advising services to assist Denver Public School high school students with college access, career planning and/or career awareness activities across DPS networks. The Postsecondary Coach will split their time between two DPS schools, with supplemental support to additional schools. They will work to collaborate and align with area high school administrators, school counselors, college personnel, and members of community organizations. Support will include trainings throughout the year and multiple mentors across the district.

This is a part-time position, to start August 2016, with a minimum commitment through the 16-17 academic year. An extension to a second or third year is possible (dependent on performance and continuing student status). The work schedule will coincide with the school year calendar and will be part-time, 5 days a week, during normal school hours (flexibility allowed to accommodate graduate class schedules). Some weekend or evening events may be required.

Please email your cover letter and resume to HED.Gradjobs@du.edu, with subject line “Postsecondary Coach 16-17.”

ESSENTIAL FUNCTIONS

Describe each of the basic functions and responsibilities of the job.

- Supports school counselors in college and career advisement and programming
- Educates students and parents about careers and colleges, the college admissions process, trends, procedures, and testing; and helps students and families aspire realistically and choose wisely
- Meets with students, individually and in groups, to talk about process and individual college/career choices
- Provides information about various types of financial aid and scholarships, and provides assistance with the completion of applications for financial aid
- Develops and implements ACT preparation for program participants
- Keeps track of admission decisions, and other statistics; and compiles reports to OCCR and other stakeholders
- Utilizes the ICAP and Naviance to automate a series of touch points to remind students of important tasks
- Establishes and maintains effective working relationships with coworkers, students, and partners
- Supports and promotes other OCCR initiatives within the high school
- Supports the OCCR with basic office tasks and data entry
- Other duties as assigned

**LICENSURE & CERTIFICATION** – Include licensure and certification requirements, if applicable.

**EDUCATION & EXPERIENCE** – Describe the minimum education and experience required for the job.

- Bachelor’s degree
- Enrolled in a Master’s program in Education or related field, as of 01/2016, with continuous enrollment throughout employment

**KNOWLEDGE & OTHER QUALIFICATIONS** – Describe specific knowledge and qualifications required for the job.

- Excellent written and verbal communication skills, strong organizational ability and the ability to meet deadlines
- Demonstrate ability to respond effectively to the needs of a diverse student population
- Interest in working in a large, urban school district
- Ability to assist students in completing necessary tasks in a manner which empowers them to advocate for themselves in the future
- Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures
- Comfortable with Microsoft Office, internet research, and Windows and Mac operating systems
- Spanish speaker preferred but not required
- Ability to lift and carry 20lbs

**EQUIPMENT & VEHICLES USED** – Include the equipment and vehicles used, if applicable.

- United States driver’s license and reliable transportation to travel between schools during the work day

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

**FOR HUMAN RESOURCES USE ONLY**

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<th>Pay Grade:</th>
<th>Job Code:</th>
<th>Bargaining Unit: None</th>
<th>Work Schedule: Part-time, based on respective school schedule</th>
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<td>Salary:</td>
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