Proposed Job Title: College Ambassador Advisor – Graduate Assistantship

Date: March 17, 2016

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

Reports To: Sofia Janney-Roberts

Department: Office of College and Career Readiness (OCCR)

# 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 College Ambassador Advisor will coordinate the DPS College Ambassadors through an intensive summer program and year-long projects. These programs will assist Denver Public School and GEAR UP high school students with college access, career planning and/or career awareness. The College Ambassador Advisor will be based out of the Office of College and Career Readiness and support students at five DPS schools. Support will include trainings throughout the year and multiple mentors across the district.

ESSENTIAL FUNCTIONS – Describe each of the basic functions and responsibilities of the job.

- Coordinates the DPS College Ambassador Summer Program, including curriculum development, recruitment, and instruction implementation
- Supports student groups in developing year-long college access projects by creating systems to build leadership, project planning, and follow-through skills
- Creates partnerships that align with the district’s college readiness goals
- 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
- Establishes and maintains effective working relationships with coworkers, students, and partners
- Supports the OCCR and GEAR UP 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, 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 operating system
• Spanish speaker preferred but not required
• Ability to lift and carry 20lbs
• This is a part-time role with variable work hours.

**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

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>N16</th>
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<td>Work Schedule:</td>
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This is a part-time, hourly position, to start May, 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, 11 hours a week, during normal school hours (flexibility allowed to accommodate graduate class schedules). Some evening events may be required. The summer program will include increased hours. The full schedule is below:

• May 9th-June 17th (11hrs/week)
• June 18th-July 24th (summer break, no work)
• July 25th-29th (11hrs/week)
• August 1st-12th (summer program, 6hrs/day plus overnight trip)
• August 15th-May 2017 (11hrs/week)

Please email your cover letter, resume, and three references (including two supervisors) to Sofia Janney-Roberts at sofia_janney-roberts@dpsk12.org, with subject line “College Ambassador Advisor 16-17.” Applications are due April 13th.