



## *Next Steps Advisor Position Description*

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### **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 2022 to June 2023 (18 hrs./week) with a mandatory orientation Aug. 11 – 12. Candidates who are not willing to make a commitment to a full year 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 2-3 times a week 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:
  - Assist Earn to Learn to identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of the program
  - Submit monthly progress reports documenting progress and output data to the program staff
  - 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
    - Training will be held Aug. 11 - 12
    - Self-paced and collaborative virtual training components from Aug. 2022 – Jun. 2023
  - 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

### 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 2019, 2020, 2021 or 2022 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 2.5 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 of \$730 and a post-service education award of \$2,400\*.

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

**To Apply:**

Visit [earntolearn.org/nextstepsadvisor](http://earntolearn.org/nextstepsadvisor) to submit your application.

Please direct all questions to [accessaz@earntolearn.org](mailto:accessaz@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.

**Application Process:**

Application opens	April 6, 2022
Virtual pre-interviews	June – July 2022
Service site & advisor group interviews	July – August 2022
Mandatory in-person orientation	Aug. 11 – 12, 2022
Kick-off event	September 2, 2022; 12:00pm – 1:00pm
Advisor reports to site	Sept. 6 – 9, 2022
Program ends	June 15, 2023

**List of Host Sites 2022-2023**

Alta Vista High School (Tucson)	Mission Heights Preparatory High School (Casa Grande)
Apache Junction High School (Apache Junction)	Nogales High School (Nogales)
Bradshaw Mountain High School (Prescott Valley)	Nosotros Academy (Tucson)
Casa Grande High School (Casa Grande)	Paradise Valley High School (Phoenix)
Catalina High School (Tucson)	Peoria Accelerated High School (Peoria)
Chandler High School (Chandler)	Pueblo High School (Tucson)
Cholla High School (Tucson)	Queen Creek High School (Queen Creek)
Cibola High School (Yuma)	Rincon High School (Tucson)
Cienega High School (Vail)	Sahuarita High School (Sahuarita)
Coconino High School (Flagstaff)	San Luis High School (San Luis)
Desert Edge High School (Goodyear)	San Luis High School (San Luis)
Desert View High School (Tucson)	San Tan Foothills High School (Queen Creek)
Flagstaff High School (Flagstaff)	Sunnyside High School (Tucson)
Flowing Wells high School (Tucson)	The Catholic University of America (Tucson)
Gear Up C-CREO Hub (Nogales)	Tucson High School (Tucson)
Gila Bend High School (Gila Bend)	Verrado High School (Buckeye)
Gila Ridge High School (Yuma)	West Phoenix High School (Phoenix)
Higley High School (Gilbert)	Wickenburg High School (Wickenburg)
Kofa High School (Yuma)	Williams High School (Williams)
Maricopa High School (Maricopa)	Winslow High School (Winslow)
Mesquite High School (Gilbert)	Yuma High School (Yuma)
Millennium High School (Goodyear)	