



## **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 (jblackburn1@greeleyschools.org), fax, mail or walk-in your packet to:

The Greeley Dream Team  
1025 9<sup>th</sup> Avenue, Suite 336  
Greeley, CO 80631

**Closing Date:** For Full Consideration Please Submit no later than  
January 24, 2019

Applications will be accepted until position is filled.