



## **I Know I Can College Advising Manager Job Description**

### **Job Summary:**

**I Know I Can (IKIC)** is a non-profit college access organization established in 1988 with a mission to inspire, enable and support Columbus City Schools (CCS) students as they pursue and complete a college education. IKIC achieves its mission by providing access to the materials, financial support, mentoring, and counseling services needed to help CCS students and their families overcome barriers and achieve their college dreams. Beginning with the 2015-16 academic year, IKIC is expanding its advising services by placing a full-time advisor in each CSS high school.

### **Essential Duties and Responsibilities:**

**All activities performed in this position occur in close collaboration with the school counselor.**

- Works to create a college-going culture in the school using real-time data as well as a college and career strategic planning tool.
- Meet individually with students and families to provide support and guidance in the process of preparing for college, including: college search, college admissions and finding sufficient financial aid
- Provide group presentations, large and small, for students, parents and CCS representatives in the schools and at the IKIC office (the presentations range from supporting the district's Naviance Implementation Plan to pre-college seminars)
- Work to increase college readiness within the Columbus City Schools, by educating students, families and district representatives on the programs and services provided by the organization
- Assist and lead after-school (evening and weekend) college planning activities pertaining to Blueprint:College (parent seminars on college readiness), ACT Boot Camp, FAFSA Workshops and the I Know I Can Grant
- Work in collaboration with AmeriCorps College Guides, who provide additional support for 9<sup>th</sup> and 10<sup>th</sup> grade college and career readiness. Mentor AmeriCorps College Guides to ensure that IKIC services are being delivered properly and best practices are being upheld
- Manage data on college planning activities to ensure students are completing necessary milestones (based on NCAN's Common Measures)
- Attend monthly IKIC staff meetings

### **School-Based Responsibilities:**

- Provide IKIC support to one assigned high school, weekly, for students, grades 9-12
- Attend school events and parent nights, including but not limited to; back to school events, school staff meetings and college nights
- Assist with college application completions and submissions, providing fee waivers and/or fee payment
- Assist with registrations and submissions of college entrance exams – provide fee waivers and/or fee payment for students who demonstrate economic hardship
- Complete assigned Naviance curriculum via classroom presentations, one-on-one interactions, or provide overview during IKIC programming involving parents

- Promote completion of IKIC Grant application, Founders' Scholarship application, FAFSA, and enrollment in IKIC's Save Smart Individual Development Account (IDA)

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**Qualifications:**

- BS required, master's degree preferred in education, counseling or other related field
- Ability to effectively communicate and carry-out **I Know I Can's** mission throughout the Columbus City Schools
- Excellent oral and interpersonal communication and public speaking skills
- Ability to work in a fast-paced environment and initiate activities and work independently
- Ability to use data to inform decision-making
- Strong commitment and passion for promoting access to higher education for everyone
- Ability to work on teams and in groups
- Strong knowledge of Microsoft Office Suite required

**Interested candidates should send cover letter and resume no later than June 26<sup>th</sup>, 2015 to:**

**Kim Hayes, Assoc. Director of Finance and Operations**

[khayes@iknowican.org](mailto:khayes@iknowican.org)

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