

**GEAR UP OHIO  
POSITION DESCRIPTION**

**POSITION TITLE:** Advisor, Full Time, 12 months (reduced summer schedule)

**STATUS:** Non-Exempt

**STANDARD HOURS:** 8 hours per day; hours vary depending on school schedule and school needs

**REPORTS TO:** GEAR UP Site Director

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**Position Summary:**

The Advisor helps students aspire to, prepare for, enroll in, and find resources to pay for postsecondary education. Based on specific school assignments, this is mainly accomplished via individual student meetings, classroom workshops, group sessions, presentations, and parent meetings. The Advisor will work with students in grades 7 – 12.

**Essential Functions:**

- Work within each school's unique environment in order to best serve students while meeting the GEAR UP site's expectations. Attend faculty and staff meetings (including the beginning of the year meeting when possible), school open house, College Information Night and Financial Aid Night (if applicable), and other meetings as necessary in order to meet key school personnel, promote GEAR UP services, and integrate into the school's system.
- Provide group and individual services to students at assigned schools. These services include:
  - Assisting students with discerning career and college goals by providing information regarding educational options beyond high school, including; institutional choice, career options, admissions, and financial aid.
  - Advising students about college entrance exams (including ACT, SAT, and SAT II subject tests) and test preparation resources, as well as assisting students with test registration forms and providing fee waivers.
  - Supplying students with admission and financial aid applications, including providing waivers for application fees and tuition/housing deposits where appropriate.
  - Guiding students through the financial aid process, including: assistance with the FAFSA and CSS Profile, advocating for those with special circumstances, reviewing the SAR, interpreting college financial aid award letters, assisting with verification, and helping students with any other necessary paperwork.
  - Promoting scholarship opportunities and encouraging students to research and apply for applicable scholarships and awards.
- Recommend qualified high school seniors for scholarships and collect required documentation and enter appropriate information in the student database when funding is available.
- Track all services by accurately entering demographic information, contacts, and notes into the student database. Adhere to strict confidentiality in student record keeping.
- Serve as a student advocate through: communication with colleges and universities; communication with parents; collaboration with school; and communication and cooperation with outside scholarship programs.
- Refer students to other services, such as school counselors, school staff, college departments, and other agencies for assistance in areas outside of the GEAR UP site's responsibilities if deemed necessary.
- Become aware of and open to opportunities to promote GEAR UP services through community outreach.

- Attend all trainings.
- Perform other duties as assigned.

## **QUALIFICATIONS**

The Advisor must have a bachelor's degree, experience working with adolescents, and strong communication and interpersonal skills. Teaching certificate and/or experience a plus. Must be able to work autonomously and in a team environment with a collaborative focus. Must be comfortable using a laptop computer, familiar with use of the Internet as well as Microsoft Office (Word, Excel, Outlook), and must be able to enter data in a student database. Must be willing to work occasional evening and weekend hours. Must be able to provide own transportation to multiple locations. Must be able to carry up to 10 pounds daily, consisting of a laptop computer, printer, and other advising materials.

*Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."*

### **Interested candidates should send cover letter and resume to:**

Kimberly Hayes, Director of Finance and Operations  
[employment@iknowican.org](mailto:employment@iknowican.org)

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