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## 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.

### Essential Duties and Responsibilities:

- 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 district representatives in the schools and at the IKIC office (the presentations range from supporting the district's college and career hub-Naviance, SchoolLinks, or Xello Implementation Plan to pre-college seminars)
- Work to increase college readiness by educating students, families and district representatives on the programs and services provided by IKIC
- Assist and lead after-school (evening and weekend) college planning activities
- Work in collaboration with AmeriCorps College Guides or Success Coaches, who provide additional support for 9<sup>th</sup> and 10<sup>th</sup> grade college and career readiness. Mentor AmeriCorps College Guides or Success Coaches 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 National College Attainment Network's Common Measures
- Provide timely updates and data reports on status of achieving individual and organizational goals
- Attend IKIC staff meetings
- Support the district's goals to implement and achieve the State of Ohio's College and Career Readiness mandates

### School-Based Responsibilities:

- Provide IKIC support to one assigned high school, for students grades 9-12
- Attend school events, building staff meetings, parent nights, and extra-curricular events including but not limited to; back to school events, school staff meetings and college nights
- Assist with college application (completions and submissions), provide fee waivers and/or fee payment
- Assist with registrations and submissions of college entrance exams, provide fee waivers and/or fee payments for students
- Complete assigned Naviance, SchoolLinks, or Xello curriculum via classroom presentations, one-on-one interactions, or provide overview during IKIC programming involving parents
- Implement strategies to raise the district's Free Application for Federal Student Aid (FAFSA) completion
- Promote completion of the IKIC funding applications- IKIC Grant, Dream Big Scholarship, Founders' Scholarship and Columbus Promise

**Qualifications:**

- Bachelor's degree required with experience in education, counseling, college access or other related field
- Ability to effectively communicate and carry-out **I Know I Can's** mission throughout 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 to:**

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

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

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