

**GEAR UP OHIO  
POSITION DESCRIPTION**

**POSITION TITLE:** College Advisor (Retention), Full Time, 12 months

**STATUS:** Non-Exempt

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

**REPORTS TO:** Supervisor from College Access Agency

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**Position Summary:**

The College Advisor (Retention) works with GEAR UP students to assist them in transitioning from their respective high schools to their chosen postsecondary institution. The College Advisor (Retention) helps GEAR UP students enroll in, persist, graduate, and earn a postsecondary certificate or degree. The College Advisor (Retention) will work with students primarily in grades 12 and beyond. The College Advisor (Retention) will work virtually and in-person.

**Essential Functions:**

- Support at the GEAR UP High School
  - Provide support and coordination for GEAR UP College Signing Day Programming
  - Provide GEAR UP Scholarship program support to students and families
  - Implement activities and services that will reduce Summer Melt
  - Support site parent and community engagement programs and activities
  
- Support at the campus
  - Provide group and individual services to students at assigned institutions. These services include:
    - Assist students with career and college goals
    - Guide students through the financial aid process, including: assistance with FAFSA completion, 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
    - Promote scholarship opportunities and encouraging students to research and apply for applicable scholarship opportunities
    - Assist students with increasing personal advocacy
    - Collaborate with campus contacts (i.e. financial aid, advising, and TRIO programs)
    - Serve as a student advocate when appropriate
    - Refer students to other services, such as campus advisors and counseling staff, institution staff, college departments, and other agencies for assistance in areas outside of the GEAR UP staff responsibilities if deemed necessary
    - Track all services by accurately entering demographic information, contacts, and notes into the student database. Adhere to strict confidentiality in student record keeping.
    - Establish ways to connect with GEAR UP Scholars including using social media platforms
  
- Attend all required GEAR UP Ohio trainings
  
- Perform other duties as assigned

## **QUALIFICATIONS**

The College Advisor (Retention) 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:*

Kim Hayes, Director of Finance and Operations

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

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