



## **I Know I Can Assistant Director of College Advising Job Description**

### ***Position Summary:***

The Assistant Director of College Advising is responsible for the training and direct supervision of an assigned number of I Know I Can (IKIC) College Advising Managers (CAMs), as well as building and maintaining relationships among Columbus City Schools (CCS) district counselors, administrators, and staff. This position will continuously evaluate, expand, and develop the programming and outcomes of the College Advising Managers.

### ***Position Reports to:***

Director of Programs

### ***Position Responsibilities:***

- Provide daily supervision to an assigned number of College Advising Managers (including but not limited to: conducting performance evaluations, providing guidance, support, & coaching, and visiting high schools at least four times a year)
- In conjunction with IKIC's Director of Programs and Chief Program Officer, define and evaluate the roles and responsibilities of the CAMs to match the overall organizational work plan and programmatic goals established by IKIC
- Co-develop training and professional development for CAMs and any high school advising support staff
- Manage the planning, promotion, and implementation of core high school programs (including but not limited to: FAFSA Workshops, Alumni Days, College visits, College fairs, College Application Workshops, Scholarship Workshops, ACT/SAT Test or Application Fee Waivers, Family engagement programs, etc.)
- Cultivate and manage relationships with school counselors and high school administrators in an assigned number of CCS high schools
- Participate in and/or lead high school personnel and groups in the development of college and career readiness projects
- In partnership with the Director of Programs and the Chief Programming Officer, track, monitor, and analyze the progress of each CAM on a weekly/monthly basis toward developed metrics and objectives set forth, developed in partnership with IKIC's Director of College Advising
- Provide reports to IKIC's Director of Programs, as well as plans to address any CAM deficiencies toward meeting specified metrics
- Develop new advising strategies in collaboration with IKIC's Assistant Directors, Director of Programs, and Chief Program Officer
- Serve as the IKIC representative at related programs and workshops
- Perform other duties and responsibilities as assigned

### ***Position Qualifications and Skills:***

- BA/BS degree (in Education or related field) required
- Minimum of 7 years of experience in higher education, college admissions and/or financial aid or within college access.
- Knowledge of college access, admissions and financial aid process required
- Excellent oral and interpersonal communication skills required
- Strong organizational and writing skills
- Ability to work in a fast-paced environment
- Ability to work with professional and support staff in accomplishing responsibilities
- Ability to meet deadlines and work on multiple projects simultaneously

Interested candidates should send cover letter and resume to Kim Scott ([employment@iknowican.org](mailto:employment@iknowican.org)).