

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable and support Central Ohio students as they pursue and complete a college education.

IKIC achieves its mission by providing the materials, financial support, mentoring, and counseling services needed to help students overcome barriers and achieve their college dreams.

## 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 9–12.

## Position Reports to:

Assistant Director of GEAR Up

## Essential Duties and Responsibilities:

- Work within Reynoldsburg High Schools' 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 GEAR UP Ohio and IKIC trainings.
- Perform other duties as assigned.

### **Qualifications:**

- Bachelor's degree required with experience in education, counseling, college access or related field.
- Ability to effectively communicate and embed I Know I Can's mission throughout schools served.
- Experience working with adolescents; teaching certificate and/or experience a plus.
- Strong communication and interpersonal skills.
- Ability to work autonomously and in a team environment with a collaborative focus.
- Familiarity with using a laptop computer and regular use of the Internet, as well as Microsoft Office. (Word, Excel, Outlook), and ability to enter data in a student database.
- Availability and willingness to work occasional evening and weekend hours.
- Ability to provide own transportation or independently arrange transportation to multiple locations.
- Ability to carry up to 10 pounds daily, consisting of a laptop computer 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 Scott, Chief Administrative Officer  
[employment@iknowican.org](mailto:employment@iknowican.org)