



College Advising Manager

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.

General Position Information:

- Status: Full-Time 10-month position, Exempt
- Location: Columbus, OH
- Salary: \$55,000-65,000

Position Summary:

The College Advising Manager role is central to I Know I Can's mission, working directly with high school students, supporting and guiding students in their pursuit of a college education or understanding and navigating alternative post-secondary pathways. College Advising Managers serve in a high school in one of 3 Central Ohio School Districts: Columbus City Schools (CCS), South-Western City Schools (SWCS), and Whitehall City Schools (WCS).

Position Reports to:

Assistant Director of College Advising

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
- 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

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 their cover letter and resume to:

Kim Scott, Chief Administrative Officer
employment@iknowican.org