



## METROWEST COLLEGE PLANNING CENTER AMERICORPS MASSACHUSETTS PROMISE FELLOW

---

AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 6-12. Fellow projects focus on mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

**The Massachusetts Promise Fellowship** achieves this by placing AmeriCorps Fellows with schools, non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

---

### SERVICE DESCRIPTION

The college and career advisor position works collaboratively with all members of the MetroWest College Planning Center team to coordinate and deliver high impact advising near peer mentoring and programming for College Planning Center onsite and in the MetroWest community. The advisor is responsible for producing the highest level of quality inclusive advising possible for high school communities and community members. This role will carry out intake process at Waltham High School college and career success advising office hours and at the CPC walk in hours. In addition the advisor carries out all Waltham readiness seminars and college and career success events, career clinics and college visits. The advisor creates a roadmap for each advisee and trains the advisee on how to move step by step through the roadmap which outlines their plan for the future. The adviser maintains coaching notes and files on each advisee and collects data about their movement forward or barriers they need to overcome. This advisor coordinates, schedules and attends all career clinics and college visits for the high school they serve. This position also checks in weekly with supervisor and other advisors on the advisor team to ensure persistence and completion of goals to ensure successful measurable outcomes.

**CITY-** MetroWest Region, Waltham, Framingham

### ESSENTIAL RESPONSIBILITIES

- Conducts intake and assessment, process
- Primary onsite College Planning Center representative
- Enrolls students in dual enrollment, coordinates those classes and communicates with those coordinators
- Develops and coordinates 6-8 success seminars for Waltham High School
- Coordinates and attends all college for a day and career clinic events for Waltham High School
- Assists near peer mentors in understanding their role as advisors- ensures they do
- Maintains up to date lists of advisees, coaching notes and files
- Understands and accesses various support systems both inside and outside of the College Planning Center to work collaboratively in mission for success and completion.
- Attends and actively participates in staff and other meetings, team based projects, and cross-functional projects as required.
- Provides high quality coaching, counseling, and customer service to students.

### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Works collaboratively with College Access Community to ensure the most cutting edge methods and materials are being used.
- Performs other related duties as requested
- Travel to School and CPC weekly and at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

#### FELLOW SCHEDULE

M-F 8:30- 4:30

OCCASIONAL TEAM OUTREACH EVENTS

#### QUALIFICATIONS

- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with youth
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- 17 years of age or older
- College degree
- Transportation preferred
- Bilingual (Spanish/ English)
- Experience with immigrant, non traditional learner and ELL community
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check. \*Eligibility to participate in MPF is contingent on the results of this screening

#### FELLOW SCHEDULE

M-F, 8:30-4:40

SUPERVISOR NAME: COLLEEN COFFEY CCOFFEY@FRAMINGHAM.EDU

#### BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$14,500/year ♦ Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Loan forbearance and a \$5,815 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

#### CONTACT INFORMATION

**Apply ASAP!** Applicants are hired on a rolling basis.

Visit <https://www.surveymonkey.com/r/mpfgeneralapp2017> to complete a general application **and send a letter of interest, resume and contact info for two references ASAP and before June 30<sup>th</sup>, 2017** to Metrowest College Planning Center at CCOFFEY@FRAMINGHAM.EDU.

#### MORE INFO

- Interviews will take place during May and June of 2017 and reasonable accommodations will be made available for interviews upon request.

#### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Selection decisions will be made on or before July 16<sup>th</sup>, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 8<sup>th</sup>, 2017
- More information about Metrowest College Planning Center and the youth program can be found at <https://www.framingham.edu/the-fsu-difference/inclusive-excellence/Metro-West-College-Planning-Center/index>
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

---

The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

**Massachusetts Promise Fellowship**

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
[masspromisefellows@neu.edu](mailto:masspromisefellows@neu.edu) ♦ [www.masspromisefellows.org](http://www.masspromisefellows.org)

Northeastern University  
College of Professional Studies

