



## **MetroWest College Planning Collaborative College and Career Advisor AmeriCorps Massachusetts Promise Fellow**

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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 college and career exploration and academic enrichment.

**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.*

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### **SERVICE DESCRIPTION**

**WALTHAM**-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 in high school office advising office hours and at the CPC walk in hours. This advisor will ensure all near peers assisting during office hours are advising properly. The advisor creates a roadmap for each advisee and trains the advisee on how to move step by step through the roadmap. The advisor maintains coaching notes and files on each advisee and collects data about their movement forward or obstacles. 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 so no barriers come into the way of successful postsecondary education and career for advisees.

### **ESSENTIAL RESPONSIBILITIES**

- Conducts intake and assessment, process
- Enrolls students in dual enrollment classes and communicates with those coordinators
- 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.
- Works collaboratively with College Access Community to ensure the most cutting edge methods and materials are being used.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment
- Performs other related duties as requested

### **Massachusetts Promise Fellowship**

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

## QUALIFICATIONS

- Excellent organizational and communication skills
- Ability to work independently and take initiative
- 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
- Deep belief in the power and potential of young people to create social change
- Passionate about social justice and working with diverse communities
- Complete required MPF data and evaluation requirements
- 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- 4:30

## Benefits

For an eleven month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of up to \$15,500/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 an up to \$6,095 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

## Contact Information

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

Visit [masspromisefellowapplication2019](http://masspromisefellowapplication2019) to complete a general application **and upload your letter of interest, resume and contact info for two references ASAP and before May 1<sup>st</sup>, 2019.**

## More Info

- Interviews will take place during April and May, 2019 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 1<sup>st</sup>, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is August 5<sup>th</sup>, 2019
- More information about The College Planning Collaborative in school advising can be found at [www.metrowestcpc.org](http://www.metrowestcpc.org).
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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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.

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Northeastern University  
College of Professional Studies

