



*AmeriCorps Member Position Description and Application 2023-2024 Year*

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**Summary:**

Arizona College Access Network (AzCAN), a program of Education Forward Arizona, seeks to help more Arizona students pursue postsecondary education. Currently enrolled college students and recent associate and bachelor's degree recipients will serve as AmeriCorps advisers in selected high schools across Arizona; particularly high schools that are located in communities with low college-going rates and low educational attainment rates. Serving alongside high school counselors and other school professionals, advisers will support students as they make the transition from high school to a postsecondary educational institution. Advisers serve part-time and focus on advising students, especially those from low-income backgrounds, through the complex steps toward college enrollment. Advisers will provide students and their families with relevant information regarding the benefits of a postsecondary education, preparing for college attendance, and the admission and financial aid processes.

**Commitment:**

Advisers will commit to an AmeriCorps 300 (November to May) term of service that will start on November 6<sup>th</sup>, 2023 and go through May 31<sup>st</sup>, 2024. Candidates who are not willing to make a commitment to a full year of service with the program should not apply. This position includes a mandatory orientation and training the week of November 6<sup>th</sup>, 2023 (time and location TBD, subject to change). Successful advisers are fully immersed in the fabric of the local communities and, as such, advisers are encouraged to live in the community in which they are placed. Upon successful completion of the first-year commitment, advisers may be invited to return for one to two additional years of service with the AmeriCorps program if they choose.

**Primary Responsibilities:**

- Interact 2-3 times a week with high school students and families in the assigned high school to provide relevant information about postsecondary education and the college choice/financial aid processes:
  - Encourage each student to consider a broad range of appropriate college choices
  - Develop a comprehensive college timeline, including application deadlines for admission and financial aid for each student
  - Help each student complete and submit admissions and financial aid applications
  - Assist each student in interpreting correspondence from colleges, including offers of admission and financial aid
- Organize group events that encourage students and their families to consider, plan for, and apply to colleges and universities:
  - Visit classrooms, assemblies, and club meetings to offer services and emphasize the necessity of postsecondary participation

- Partner with local community groups—particularly local College Access Programs—to provide college access services outside of the school setting and hours
- Host regular workshops for the families of students to discuss topics relevant to college preparation
- Organize college campus visits and on-site college representative visits
- Establish productive collegial relationships with principals, school counselors, and teachers in assigned high school, as well as community-based college access professionals:
  - Assess AzCAN and the high school and/or community program, the assets and needs of the assigned school, and adapt/adopt programs and activities to reinforce existing efforts to expand the services provided to students and avoid duplication
  - Actively seek the advice and counsel of the on-site supervisor at the assigned high school and/or community program
- Assist in the assessment and long-term sustainability of the program:
  - Assist AzCAN to identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of AmeriCorps
  - Submit monthly progress reports documenting progress and output data to the program staff
  - Represent AmeriCorps, as requested by the program staff, to potential supporters and other interested parties
- Build and maintain expertise in admission and financial aid advising:
  - Participate fully in mandatory training sessions
    - Orientation training will be held the week of November 6<sup>th</sup>, 2023 (time and location TBD)
    - Virtual training components throughout the remainder of the year
  - Attend professional development training sessions provided by AzCAN
  - In consultation with the program coordinator, seek out and participate in other opportunities for professional development

**Eligibility:**

Applicants must be a United States citizen, a national, or a legal permanent resident and at least 18 years of age. Documentation of proof of age and citizenship will be required during the selection process.

**Qualifications:**

- Associate or Bachelor’s degree in any subject area with a 2021, 2022, 2023 graduation date from an accredited college or university **or be enrolled as a current college student.**
- Available to serve in a local high school or college access program a minimum of 2 days/week in total
- Ability to effectively partner with students, faculty, and staff, including those from diverse backgrounds
- Previous experience demonstrating strong leadership abilities, influencing others in a positive manner while achieving goals, and effectively communicating ideas and generating support for ideas
- Ability to serve independently and analytically, exercise discretion and good judgment
- Excellent verbal and written communication skills
- Proficient computer skills
- Ability to manage multiple projects; demonstrating strong planning and organizational skills

- Willingness to handle complex and detail-oriented tasks and projects
- High energy, creativity, ability to assume responsibility
- Take initiative and develop new programs within the high school setting
- Successfully pass Federal and State background screenings
- Provide documentation of eligibility for service (e.g., birth certificate, passport, transcripts)
- Dependable transportation to get to and from your service site
- Ability to move to different classrooms for presentations and events

**Compensation:**

Annual compensation will include: Bi-monthly living allowance, Arizona College Access Professional certificate and post-service education award of:

- \$3,333 living stipend\* and \$1,459 education award\*\* for 300 service hours

*\* Living stipend shown is the total amount for the year of service, bi-monthly payments on the 15<sup>th</sup> and last day of each month will be equal to total stipend amount divided by the total pay periods within your term (pre-tax)*

*\*\*Upon successful completion of the full year of service, members are eligible to receive a Segal AmeriCorps Education Award. The education award may be used to pay educational costs at eligible post-secondary educational institutions, or to repay qualified student loans. Individuals may only earn the equivalent of two full-time education awards during their lifetime.*

**Application Process:**

**AmeriCorps applications opens:** September 1<sup>st</sup>, 2023

**Interviews:** September-October, 2023

**Program year start date:** September 6<sup>th</sup>, 2023

**AmeriCorps mandatory orientation training:** Week of November 6<sup>th</sup>, 2023 (times and location TBD)

**Program year end date:** May 31<sup>st</sup>, 2024

**To Apply:**

Visit <https://forms.gle/EXHENQWBP65RY8hdA> to submit your application online.

Please direct all questions to Johnathon Moore: [jmoore@educationforwardarizona.org](mailto:jmoore@educationforwardarizona.org). Applications are processed on a rolling basis. Applicants should apply as soon as possible since interviews for individual high school placements can vary.

**Questions may be directed to AdviseAZ program staff at [jmoore@educationforwardarizona.org](mailto:jmoore@educationforwardarizona.org)**

**For AdviseAZ Program Staff to Complete:**

Site Placement: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_

Site Supervisor Phone: \_\_\_\_\_