

COLLEGE NOW GREATER CLEVELAND

POSITION DESCRIPTION

POSITION TITLE: College Access Specialist, Adult Learners

STATUS: Full Time, 12 months, Non-exempt

REPORTS TO: Director of Adult Programs and Services

ASSIGNED TO: Adult Programs

Position Summary:

The College Access Specialist helps adult learners aspire to, prepare for, enroll in, and find resources to pay for postsecondary education. This is accomplished via group sessions, presentations, and individual student meetings in community settings, schools and the College Now Resource Center. The Specialist will work with business and industry to identify post-secondary opportunities that lead to meaningful careers.

Essential Functions:

1. Provide group and individual services to adult learners. These services may include:
 - Assisting students with discerning career and college goals by providing information regarding educational options including institutional choice, career options, admissions and financial aid.
 - Advising students about college entrance exams (including Workkeys, Accuplacer, COMPASS, Prior Learning Assessments, etc.), test preparation resources, and assisting students with test registration.
 - Supplying students with admission and financial aid applications and providing waivers, 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.
 - Help students with loan repayment, forgiveness and restructuring programs and processes.
2. Recommend qualified adult learners for College Now scholarships and enter appropriate information in College Path when funding is available.
3. Track all services by accurately entering demographic information, contacts and notes in College Path student database. Adhere to strict confidentiality in student record keeping.
4. Serve as a student advocate through: 1) communication with colleges, universities and other postsecondary institutions; 2) collaboration with business and industry; and 3) communication and cooperation with outside scholarship programs.
5. Refer students to other services, e.g. college departments and other agencies for assistance in areas outside of College Now's responsibilities, if deemed necessary.

6. Develop and Implement strategic partnerships with business, industry, higher education institutions and community-based organizations to implement and/or increase direct services to adult learner populations as well as collaborate on programming to increase college attainment for adults.
7. Assist with the solicitation of grant funding to expand and grow the strategy.
8. Serve as a lead expert on program certifications, two-year program options and degrees, and alternative post- secondary educational pathways, PLAs, etc.
9. Become aware of and open to opportunities to promote College Now services through community outreach.
10. Perform other duties as assigned.

Qualifications:

The College Access Specialist must have a bachelor's degree, experience working with students (preferably adults), and strong communication and interpersonal skills. A counseling certificate and/or experience a plus. Must be able to work autonomously and in a team environment with a collaborative focus. Must be comfortable using a laptop computer, able to conduct searches on the Internet, use Microsoft Office (Word, Excel, Outlook), and must be able to enter data in a student database. Evening and weekend hours are required. Must be able to provide own transportation to multiple locations, and carry up to 10 pounds of equipment (i.e., laptop computer, printer) and 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."

College Now Greater Cleveland, founded in 1966, is the nation's oldest college access program and Ohio's largest. College Now has evolved from providing college access guidance to Cleveland's public schools into a multi-program, strategically collaborative service agency reaching more than 23,000 students from more than 200 Northeast Ohio schools, community and business venues and from our downtown Cleveland Resource Center. College Now's mission is to increase college attainment through college access and college success advising; financial aid counseling; and scholarship and retention services. We envision a future in which all members of our community will have the support they need to successfully complete their postsecondary education, lead more satisfying and productive lives and contribute to the region's economic vitality