

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



SEED: Secondary Education for Equity & Diversity 2017-2018

College Access Corps Coordinator - Bridges Project of Western Washington University

TITLE: Bridges College Access Corps Coordinator (AmeriCorps)

HOURS OF SERVICE: Hours vary depending on service learning and project needs, generally 10:00 a.m. to 6:00 p.m., Monday – Thursday with evening and/or weekend hours as needed. Start date: August 8, 2015

JOB DESCRIPTION: The SEED College Access Corps Coordinator for the Bridges Project will serve at Western Washington University. She or he will be supported by Woodring College of Education's ELL / Bilingual program faculty and staff. The CAC Coordinator will coordinate the Bridges Project, a college access program for middle and high schools aged students from migrant backgrounds. S/he will recruit, train, and support student volunteers to work with migrant youth both on and off campus. S/he will work with school and community partners to design college access strategies to benefit migrant and bilingual middle and high school students. S/he also will also work with students to plan and teach the Migrant Youth Leadership Conferences. The CAC Coordinator will participate in trainings and recruit volunteers for National Days of Service, regional conferences and community events. (NOTE: CAC members will have "recurring" access to vulnerable populations and must pass a standard background check and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202)

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Recruit, train, and support high school and college student volunteers to engage in service-learning activities designed to affirm language and cultural strengths, promote academic success, and support graduation and college access with migrant youth.
- Expand a programmatic infrastructure around best practices in college access, while continuing to build campus and community partnerships.
- Support College Access activities for our high school partner programs through direct service, organizing community and school workshops, and coordinating volunteers to participate in these activities.
- Recruit and orient conference volunteers and faculty across the campus community for the campus based college access / leadership conferences.
- Coordinate all logistics and program development for the Migrant Youth Leadership Conferences through the Building Bridges with Migrant Youth class in collaboration with project supervisor / instructor.
- Administer pre and post assessments for a core group of students who receive a minimum of 15 hours of college access coaching.

The College Access Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply. The College Access Corps only enrolls members who are a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States. All new members must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. All new AmeriCorps members must pass a standard background check.

- Maintain documentation of data related to student (e.g. middle school through university) recruitment, participation and activities through tools such as progress reports, and track personal activities using member timesheets.
- Participate in College Access Corps trainings including orientation, graduation, regional cluster meetings, and others as available.
- Engage in personal reflection and professional development.

REQUIRED QUALIFICATIONS:

- ◆ BA/BS degree required.
- ◆ Ability to work well with people of diverse backgrounds.
- ◆ Strong organization, problem-solving, and written and oral communication skills.
- ◆ Experience working in an educational setting.
- ◆ Basic office computer skills, including word processing.
- ◆ Strong initiative and the ability to solve problems creatively.
- ◆ Enthusiasm and self-direction.

PREFERRED QUALIFICATIONS:

- ◆ Commitment to pursue teaching as a profession.
- ◆ Ability to communicate in Spanish and English.
- ◆ Experience developing curriculum and professional development materials.
- ◆ Experience with using media / technology as a teaching tool.
- ◆ Experience with spreadsheets/databases and desktop publishing.
- ◆ Program management (marketing, event planning, and/or volunteer management) experience.
- ◆ Experience in partnership-building and collaborative project development.

BENEFITS:

- Living stipend of \$12,630 (distributed over 10.5 months)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying loans
- Basic Health Care Plan
- Education Award of \$5,815 upon successful completion of the program
- Childcare assistance for qualifying members
- Members will be given a mid-year and end of year member evaluation from their program supervisor

To apply please send resume, cover letter that addresses how your strengths and experiences qualify you for this position, and the names, email addresses and phone numbers for three professional references by June 15th to:

Maria Timmons Flores
Maria.timmonsflores@wwu.edu
 360-650-4557

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