

# College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



## **SEED: Secondary Education for Equity & Diversity (Everett)**

### **2017-18 College Access Corps Position Description**

**TITLE:** SEED College Access Corps Coordinator

**HOURS OF SERVICE:** 7:00 a.m. to 3:00 p.m., M – F with some evening and weekend hours  
(At least 1,700 hours over the 10.5 month term of service)

**JOB DESCRIPTION:** The College Access Corps Coordinator will serve at high schools in Everett Public Schools. The primary function will be to recruit and train college students to act as college access coaches to low income 6 - 12 youth attending local community schools. The College Access Corps member will also recruit volunteers for National Days of Service. (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:**

- Assist in cultivating school/community partnerships
- Recruit, select, and train college students as college access coaches
- Support programmatic infrastructure around college access programming best practices, including AVID, Naviance, College and Career Readiness Seminar, career centers, and counseling departments
- Assist with 9th grade student transition from middle schools; assist students in preparing for postsecondary goals
- Assist in identifying and assessing students who may need guidance and support in meeting graduation and postsecondary plans
- Gather and analyze data and information for assessing and monitoring student progress
- Provide communication between students, counselors, teachers and parents for the purpose of monitoring of student graduation and high school and beyond plans; work collaboratively with existing school teams and committees
- Utilize various means of communication to students that positively reinforces progress or alerts them to further interventions that need to occur
- Recruit volunteers for National Days of Service and other community service events
- Administer program assessments, pre, post and end of term evaluations
- Promote program impacts to internal and external stakeholders
- Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as available
- Engage in personal reflection and professional development

#### **REQUIRED QUALIFICATIONS:**

- ◆ BA/BS required
- ◆ Commitment to pursue teaching as a profession preferred

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.

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- ◆ Ability to work well with people of diverse backgrounds
- ◆ Strong organization, problem-solving and written and oral communication skills
- ◆ Basic office computer skills, including word processing
- ◆ Program management (marketing, event planning, training, volunteer management) experience.
- ◆ Strong initiative; self-starter
- ◆ Enthusiasm for helping others succeed

## **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

## **For More Information Contact:**

### **Program Director:**

Dr. Maria Timmons Flores, SEED: Secondary Education for Equity & Diversity,  
[Maria.timmonsflores@wwu.edu](mailto:Maria.timmonsflores@wwu.edu)

### **Site Supervisor:**

Dr. Jeanne Willard, Director of On-time Graduation, Everett Public Schools, (425) 385-4078,  
[jwillard@everettsd.org](mailto:jwillard@everettsd.org)

**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 15 to:**

Maria Timmons Flores [Maria.timmonsflores@wwu.edu](mailto:Maria.timmonsflores@wwu.edu) 360-650-4557

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