

## **10,000 Degrees (Formerly Marin Education Fund)**

### **Job Description**

**Position:** College Academy Staff Position

**Reports to:** College Advisor

10,000 Degrees is dedicated to creating educational equity by supporting the people of Marin to successfully access, pursue and complete higher education. To carry out our mission, we provide college access programs, scholarships and recipient support to students of all ages. Students who receive assistance from 10,000 Degrees are from low- to moderate-income households in Marin County. These students are frequently the first-generation of their family to go to college and are from groups who have been traditionally underrepresented in higher education.

### **Position Purpose:**

The Student Advisor participates in the implementation of the College Academy, a program that assists rising ninth graders, who are first generation to attend college by preparing them to successfully transition to high school and plan to attend college. The intensive four-week experience will be held at Dominican University of California from July 6<sup>th</sup> – 30<sup>th</sup> 2010. Beginning July 6<sup>th</sup>, student advisors will be on the campus of Dominican University of California, everyday Monday through Friday from 1:00pm – 5:00PM

### **Essential Duties:**

- Attend mandatory College Academy Orientation meeting, and all training meetings prior to the start of the SAI programs
- Act as a daily resource for student participants in the College Academy providing advice and counsel from the perspective of someone who has gone through the process of applying to, and attending college
- Facilitate daily schedule during the College Academy with help of other staff
- Be responsible for the set up and implementation of workshops, guest speakers and any other Institute events
- Maintain responsibility for students' behavior and attendance during these events.
- Lead daily debriefing sessions with other staff and student advisors
- Responsibly handle any problems with students or breach of College Academy guidelines for responsible behavior
- Embrace the mission, values, and goals of 10,000 Degrees
- Commitment to abiding by and modeling the College Academy guidelines for responsible behavior and delivery of excellent service to others

### **Job Requirements:**

- Working toward or possess a college degree
- Demonstrated leadership, communication and organizational skills
- Experience working with teenagers
- Familiarity with the College application and financial aid processes
- Ability to work with diverse communities and in a team environment

