



AdviseMI AmeriCorps Member Position Description

Summary:

The Michigan College Access Network (MCAN), in close partnership with Michigan colleges and universities, seeks to help more Michigan students pursue and succeed in postsecondary education. Recent college graduates (bachelor's degree or higher) will serve as AdviseMI AmeriCorps advisers in selected high schools across Michigan, particularly high schools that are located in communities with low college-going rates and low adult educational attainment rates.

Serving alongside high school counselors, principals and other school professionals, advisers will support students as they complete the college-going steps and make the transition from high school to college.

Advisers serve full time and focus on supporting students who are first-generation college-going students, low-income students, and/or students of color. Advisers will provide students and their families with relevant information regarding the benefits of a postsecondary education, selecting a best match/fit institution, and the admission and financial aid processes. Advisers will receive robust training in all of these areas; no previous experience is necessary.

Commitment:

Advisers will commit to a full-time AmeriCorps term of service from August 2023 through June 2024. Candidates who are not willing to make a commitment to a full year of service with the program should not apply. All training expenses, including room, board and travel are covered by the program.

Successful advisers are fully enmeshed in the fabric of the local communities and, as such, advisers are encouraged to live in or near the community in which they are placed. Upon successful completion of the first year commitment, advisers may be invited to return for one additional year of service with the AdviseMI program if they choose.

Primary Responsibilities:

- Interact on a daily basis 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 while providing regular reminders and follow up
 - Develop a plan with each student that includes postsecondary pathways, 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
 - Balance a whole-school approach with specific focus and emphasis on serving a priority group of students who are first-generation college-going students, students from low-income backgrounds, and/or students of color



- Organize group events that encourage students and their families to consider, plan for, and apply to colleges and universities:
 - Speak to classrooms, assemblies, and club meetings to offer services and emphasize the necessity of postsecondary participation
 - Partner with local community groups—particularly Local College Access Networks (LCANs)—to provide college access services outside of the school setting and hours to school students
 - 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 other community-based college access professionals:
- Track adviser and student data:
 - Identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of AdviseMI
 - Submit monthly progress reports documenting progress and output data to the program staff
 - Represent AdviseMI, as requested by the program staff, to potential supporters and other interested parties
- Build and maintain expertise in college access, admission and financial aid advising:
 - Participate fully in mandatory training sessions
 - Attend all professional development training sessions provided by AdviseMI
 - In consultation with the program director, seek out and participate in other opportunities for professional development