

MATRICULATE

Position	Matriculate Head Advising Fellow (HAF)
Apply Today	https://matriculate.org/advising-fellows-leadership/
Questions?	Contact the Recruitment Team at fellowship@matriculate.org <i>Learn more at the link above!</i>
About Matriculate	Matriculate's mission is to guide and support high-achieving, low-to-moderate income high school students apply to and enroll in their best match and fit college. Our vision is that one day all students in the U.S. will have access to higher education that best meets and supports their goals, regardless of socio-economic status or background. Matriculate leverages peer-to-peer relationships and networks our high school students enroll in their best-fit college or university. To do this, we train talented college students (like you!) across the U.S. to provide the information, guidance, and support these high school students need to apply to, gain admission to, and excel in higher education.
Position Overview	An HAF serves as the leader and manager of the Advising Fellows (AFs) they recruit to their Fellowship. They play a critical role in ensuring the quality and sustainability of the Matriculate model. In addition to recruiting their cohort, HAFs monitor advising, provide training and coaching, and are responsible for building and nurturing their advising community. They cultivate meaningful and inclusive Fellowships through collaboration and relationship building with 1:1 staff support. HAFs also act as one-on-one partners and guides for Matriculate's high school fellows (HSFs) across the country throughout their process of applying to college. They provide the information, guidance, and support that these high school students need to apply to, gain admission to, and excel at a best fit college. HAFs are volunteers who receive a monetary stipend when they complete all responsibilities of the role. Some Matriculate Partner and Signature colleges may provide their own compensation for some AF Leaders (AFL) or other professional development opportunities. Some AFL may have the opportunity to travel to training conferences across the country.
Benefits to the Position	• Help improve the outcomes of high school students by creating a community of college students prepared to serve as advisers • Help build a sustainable, equitable solution to college access in the U.S. by leveraging near-peer relationships • Receive recommendations for jobs, internships, and graduate school from program staff • Develop and practice leadership, management, communication, coaching, writing, teaching, and advising skills while attending sponsored nationwide convenings and weekly one on ones with staff • Be a part of a national student leadership with direct staff support to achieve goals • Build a lasting community on your campus through building a new Advising Fellowship • Develop strong project and people management skills
Position Responsibilities	Successfully complete training: • Complete the Online AFL Orientation Summer Training (first year only) • Attend all live training retreats: • First year - Aug: 4 day retreat • First year - Apr/May: Webinar series and/or two day retreat

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- Second year - Aug: 4 day retreat
- Pass a background check and series of assessments confirming content retention, readiness to advise, and readiness to manage and assess AFs

Support AF learning and onboarding:

- Lead a mandatory live AF training retreat held over the course of one weekend between Jan-Feb
- Lead monthly AF meetings
- Support weekly learning agenda
- Provide ongoing feedback to AFs one on one

Virtually advise two HSFs:

- Spend a minimum of one hour per week with each HSF during the school year along with your cohort, which includes:
 - o Meeting virtually with HSFs weekly to help them through the college process by covering topics like developing a college list, applying for college and financial aid, & preparing for transition to school
 - o Being available by phone and email to review documents, answer questions, and provide support between meetings
 - o Touching base with HSFs through the summer to help them stay on track towards their college applications

Lead recruitment for your future Advising Fellow cohort:

- Create strategy to reach the recruitment goals set for your campus
- Manage AF Leadership Team and work collaboratively to execute recruitment campaign and select a group of quality Advising Fellows
- Lead kickoff gatherings introducing newly accepted AFs to Matriculate and begin building community
- Conduct assessments and monitor completion of AFs' content knowledge and advising skills as part of the certification process
- Possibly support any ongoing Winter recruitment efforts to meet AF need

Ensure program quality by serving as the coordinator for your cohort:

- Build a quality, inclusive community tailored to the AFs on your campus
- Ensure AFs engage regularly with their HSFs and ensure tracking system reflects these interactions
- Ensure AFs submit their AF Monthly Reports and post-session summaries
- Organize a weekly on-campus training session for AFs under the guidance of Matriculate staff
- Proactively troubleshoot problems AFs experience
- Report weekly to Matriculate team on status of AFs and HSFs

Help improve the Matriculate program:

- Participate in evaluations during the semester
- Conduct outreach to potential High School Fellows
- Provide and incorporate feedback on the program
- Support new AF leadership onboarding by updating recruitment materials and providing one on one support
- Support the sustainability and legacy of Matriculate on your campus by supporting future HAFs and Matriculate leaders in their recruitment process

Be accountable to Matriculate HQ:

- Set clear expectations for AFs and manage AFs to meet those expectations

	• Meet weekly with Matriculate staff • Act as the quality control on campus, discussing critical issues to staff attention as needed • Ensure that AFs receive the support needed to meet all AF expectations and responsibilities • Disseminate updates or other messages from staff to AFs and vice versa
Weekly Time Commitment	<i>Timelines and projects below are based on best case scenarios and may be subject to change throughout your term. Adjustments depend on recruitment progress in a given cycle toward meeting our goal to support all High School Fellows.</i> • July to August (4-5 hrs a week + four day weekend retreat) • September to December (10 hours a week) • January to June (8-10 hrs a week + live training) <i>For a complete overview of responsibilities and timeline please refer to the HAF Roadmap from the previous Fellowship HERE</i>
Qualifications	Matriculate is looking for people who are: • Committed to and passionate about both Matriculate's mission and values • Able to commit 10 hours a week during the school year • Comfortable conducting self-directed, independent projects • Highly organized and have excellent judgment • Exceptional communicators and leaders • Invested in and have clear vision for the Fellowship community • Sensitive, supportive allies to marginalized and under-represented communities • Curious and eager to grow! <i>Click to find a full list of leadership skills that we use to evaluate applicants – you'll grow these leadership skills throughout your Matriculate experience</i> You are eligible to apply for this role if you are: • On campus* and enrolled as an undergraduate in a U.S. college or university through the length of the position (2 years July - May) • Able to commit to 8-10 hours a week during the school year and 3-4 hours during breaks • Are able to be legally compensated in the U.S. • Attend a returning Fellowship campus and are a current or former AF - o OR attend a new Fellowship campus and meet all other criteria above <i>*We are unable to accommodate leaders who may study abroad during their term</i>