



**Terra is pleased to announce the following open position:**

All positions contingent on funding

**POSITION**

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| Position Title                           | College Access Advisor - grant funded (multiple positions available) |
| Reports to                               | Director of Advising Services, North Coast Center of Excellence      |
| Department                               | North Coast Center of Excellence                                     |
| Is this position a supervisory position? | No   |
| Office Location                          |  |

**SCOPE**

|                    |   |
|--------------------|---|
| Summary of Posting | Located at various area school districts within Erie, Huron, Ottawa, Sandusky or Seneca counties, these individuals will provide one-on-one support and advising services to assist middle school or high school students with college access, career planning or career awareness activities. Assists students and parents in the college financial aid application process. Maintains relationships with area high school administrators, guidance counselors, college personnel and members of community organizations. Occasional evening or after school hours may be required, as needed, for program activities. This is a grant funded position and will begin late July, 2009, through June, 2010. |
|--------------------|---|

## Job Responsibilities

- Meets individually or in groups with middle school or high school students and parents at area school districts to provide information on college access opportunities.
- Meets individually or in groups with middle school or high school students and parents at area school districts to assist with career planning and awareness to meet the needs of individual students.
- Meets individually or in groups with middle school or high school students and parents at area school districts to assist with financial aid awareness and planning and to assist with the completion of required financial aid forms.
- Assists students with the college application process.
- Assist students with planning their academic pathways.
- Collects and inputs student data into web-enable or other tracking systems. Able to generate reports as needed for program accountability.
- Must develop awareness of college admission and financial aid requirements at area colleges and universities
- Assist in the development of activities such as bridge programs and test preparation to assist students with college access.
- Some travel is required to area school districts or to BGSU Firelands or Terra Community College for meetings. Travel is reimbursable.

## REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Knowledge

two to four years experience in admissions-related, financial aid or other educational setting or similar experience in a government agency with direct public contact. Demonstrated experience presenting for both small and large groups in public settings required.

in higher education administration, guidance and counseling, college student personnel, business administration or related field.

Must be able to pass a background check since the successful candidate will be interacting with middle school or high school age students.

Bachelor's Degree is strongly recommended. Master's Degree preferred.

Must have a strong working knowledge of Microsoft Office, particularly Word© and Excel© and ability to positively interact with middle school and high school students and their parents.

|   |  |
|---|--|
| Skills  | Effective verbal, written and listening communication skills<br>Effective problem solving skills   |
| Abilities   | Demonstrated ability to work as a team player and collaborate with colleagues<br>Demonstrated ability to multi-task and manage in a dynamic and changing environment<br>Demonstrated ability to work with a diverse group of students and administrators.<br>Demonstrated ability to advise students.<br>Ability to read and speak Spanish a plus. |
| Other Characteristic<br>(Personality, Attitude, Social<br>Presence, etc.) |  |

## COMPENSATION INFORMATION

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| Job Classification                     | Professional Staff   |
| Job Type                               | Part-Time  |
| Category                               | Exempt (salaried)  |
| Recruitment Type                       | External Posting open to general public  |
| Union Position                         | No   |
| Grade (if union position)              |  |
| Work Schedule                          | Approximately 20-25 hours per week   |
| Hiring Range<br>(Min - First Quartile) | Hourly rate begins at \$18.50 per hour and is based upon education and experience. |

## ADDITIONAL POSTING INFORMATION

|                                    |   |
|------------------------------------|---|
| Job Open Date                      | 12-May-09   |
| For Full Consideration<br>Apply By | 30-May-09   |
| Application Review Date            | 30-May-09   |
| Job Close Date                     | Position open until filled  |
| Required Application<br>Materials  | Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.   |
| Other Special Instructions         | Please express your interest in this position by submitting your materials to:<br><br>Terra Community College<br>HR/Employment Opportunities<br>2830 Napoleon Road<br>Fremont, OH 43420<br>OR<br>hr@terra.edu |

**Terra Community College is an Affirmative Action/Equal Opportunity Employer**









Administrative  
Professional Staff  
Support Staff  
Faculty  
Non-Credit Instructor  
Student Worker

Full-Time  
Part-Time

Exempt (salaried)  
Non-Exempt (hourly)

Internal Posting for current employees only  
External Posting open to general public  
Internal - Current Staff Union Employees Only

Yes  
No