

“Near Peer” Senior Advisor



Position Information

Company	Crosby Scholars Community Partnership www.crosbyscholars.org
Working Title	Staff Senior Advisor – Near Peer Model
Job Category	Professional
Position Type	Staff
Cycle of Appointment	24 months
Hours Worked Per Week	Full-Time, two-year position
Work Schedule and Hours	Monday-Friday, some evenings and weekends required
Salary Range	Salary: \$27,000
Job Summary	<p>A near peer mentor is a recent college student who has similar interests, goals, and background to the student. This advisor has recently gone through the college admissions process and can lend firsthand insight and advice.</p> <p>Seeking a near peer mentor to advise high school students on the college search and application process, including, but not limited to, creating/finalizing target lists, understanding admission requirements, and considering options for standardized testing;</p> <p>Meet one-on-one with seniors during the school day to guide them through the college admission, scholarship, and financial aid applications;</p> <p>Monitor your seniors’ progress toward fulfilling the Program’s Senior Program and high school graduation requirements to promote student retention;</p> <p>Participate in Junior Advising program which includes meeting with high school juniors (either one-on-one or small group) to assist them in preparing for college and career selection, (i.e., college visits, essay writing, FASA education, scholarships, etc.);</p> <p>Monitor your juniors’ progress toward fulfilling the Junior Program requirements to promote scholar success and program completion;</p> <p>Maintain and submit accurate notes summarizing each advisor meeting;</p> <p>Handle sensitive issues with empathy, patience, and poise and maintain</p>

	<p>confidentiality of student records;</p> <p>Attend and assist in planning Crosby Scholars Academies and other designated events;</p> <p>May host group meetings with 9th and 10th grade scholars as needed</p> <p>Collaborate with school counselors, university staff and organizations;</p> <p>Advisor may work with low-income, first-generation, and underrepresented high school seniors and college students.</p> <p>Assist with projects and other assignments as requested</p>
Required Qualifications	<p>Bachelor's degree</p> <p>Have the ability to take initiative and work independently</p> <p>Must be able to work effectively with a diverse population in a team effort to support the mission of the Program</p> <p>Must have a valid drivers license</p>
Desired Knowledge, Skills and Abilities	<p>Have passion to help students realize their college-going potential</p> <p>Possess the ability to exercise tact and discretion; and be culturally sensitive</p> <p>Maintain an open, thoughtful, and helpful demeanor with all who seek advice and information</p> <p>Strong listening, writing, public speaking, and presentation skills</p> <p>Experience using social media, Google Docs, and various presentation formats</p> <p>Demonstrated proficiency with all Microsoft Office Suite software</p> <p>Experience participating and/or leading presentations and meetings using Zoom, MS Teams or other web platforms.</p> <p>Special consideration will be given to Crosby Scholar alumni</p>
Working Conditions	<p>Most of the work will be performed at schools although attendance at special events is required. Must have reliable transportation to schools within the county. Visiting colleges throughout the state and travel to conferences may be required. Must be able to do light lifting. A background check and drug screening will be required. A social media screening will be conducted.</p>

To apply, please submit a resume to the attention of Jewel Cherry, Advisor Coordinator, Crosby Scholars Program at jcherry@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.