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STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
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BILL HASLAM  
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## **Advise TN College Advisor**

### **About Advise TN**

Driven by the belief that every student has the potential to attend and thrive in postsecondary education, Advise TN will provide college advising services to up to 10,000 junior and senior students across Tennessee. By collaborating with partner high schools and providing world-class college advising services, Advise TN will increase the number of Tennesseans accessing and succeeding in higher education. Advise TN college advisors will be placed in partner high schools that have articulated their strong commitment to building a college-going culture and currently have a college-going rate below the state average. College advisor services will be rooted in research and best practices sourced from Tennessee and around the nation. The Advise TN college advisors will collaborate with school counselors, community partners and local nonprofits to build capacity around college access in the 2016-2017 school year and beyond.

### **Job Summary**

Under the direction of the Advise TN program director and regional coordinators, this position provides college access and success services to high school students, families, and communities. College advisors are asked to consider a three year commitment to the position.

### **Location**

Advise TN college advisors are placed geographically throughout the state. The Commission is currently recruiting college advisors statewide to be placed in partner high schools. College advisors will provide information regarding their preferred regional placement as part of the application process. Please note that the Commission is unable to cover relocation expenses.

### **Job Responsibilities**

Deliver individualized support by interacting on a daily basis with high school students and/or parents in assigned partner school(s) to provide support through the college admissions and financial aid process.

- Create positive relationships with 11<sup>th</sup> and 12<sup>th</sup> grade students and families. Provide accurate, complete, and sensitive information to students facing academic, financial, and social barriers to higher education.
- Encourage each student to consider a broad range of appropriate postsecondary choices. Assist students in exploring and identifying their best-fit options.
- Develop a comprehensive college timeline, including application deadlines for admission and financial aid, for every student and support students in meeting college-going milestones.
- Assist students in completing and submitting admission and financial aid applications.
- Assist students in interpreting correspondence from colleges, including offers of admission and financial aid.
- As appropriate, provide information regarding high school course selection, test taking skills, and basic financial planning to help prepare for future education.
- Assist in the implementation of statewide college access and success initiatives including, but not limited to, Path to College Events, CollegeforTN.org, TN FAFSA Frenzy, etc.

Organize group events that encourage students and their families to consider, plan for, and apply to colleges and universities.

- Visit classrooms, assemblies, and club meetings to offer Advise TN services and emphasize the importance of college.
- Collaborate with local community groups—chambers of commerce, churches, boys and girls clubs, social-service providers—to offer events outside school setting and hours.
- Partner with postsecondary institutions to provide college access and success programming.
- Host regular workshops for the families of students to discuss topics such as financial aid, college planning timeline, the importance of a postsecondary education, and opportunities available.
- Visit 9<sup>th</sup> and 10<sup>th</sup> grade classrooms and feeder middle schools to encourage early planning for college, when time permits.

Establish productive working relationships with principals, counselors, and teachers in assigned partner high school.

- Assess, in consultation with the Advise TN program manager, regional coordinator, and partner school personnel, the particular needs of assigned school, and adapt programs and activities to meet these needs.
- Actively seek the advice and counsel of the on-site liaison at assigned high school.

Assist in data collection and evaluation aimed at long-term sustainability of the program

- Maintain ongoing data collection on student college preparation progress (i.e. college visits, college application submission, FAFSA completion) and complete evaluation reports as needed.
- Submit monthly data reports to the program director documenting progress and outcome data.
- Assist the program manager, regional coordinator, and evaluation staff to identify, collect, and interpret key progress and outcome variables to evaluate the effectiveness of the Advise TN program.
- Monitor success of the initiative, including levels of participation, quality of activities and impact in terms of student achievement, attendance, educational expectations, and behaviors.
- Represent Advise TN, as requested by the program manager or regional coordinator, to potential supporters and to other interested parties.

Maintain expertise in admissions and financial-aid advising

- Participate in Advise TN-sponsored meetings and trainings, including professional development opportunities, an annual multi-week orientation and training held in Nashville, and monthly regional college advisor meetings.
- In consultation with the program manager, seek out and participate in other opportunities for professional development
- Collaborate with other Advise TN college advisors to share best practices and promote efficient use of resources in meeting Advise TN goals and objectives.

### **Qualifications**

- Bachelor's Degree in education, counseling, social work, higher education or related field; Master's Degree preferred.
- Proven ability to work effectively with youth including those from diverse backgrounds
- Ability to serve as a role model for students.
- Previous experience demonstrating strong leadership abilities, the ability to influence others in a positive manner to achieve goals, and effectively communicating ideas and generating support for ideas are a must.

- Strong knowledge of postsecondary education requirements, options, application procedures, financial aid, and scholarship opportunities.
- Excellent interpersonal and communication skills. Demonstrated ability to conduct effective workshops and presentations.
- Ability to work effectively with school personnel, parents, and community leaders.
- Strong program management skills, including demonstrated record of developing processes and completing tasks on time and with fidelity.
- Willingness to handle complex and detail-oriented work.
- Team-oriented towards program design, implementation, and evaluation.
- High energy, creativity, ability to assume responsibility; take initiative and develop new programs.
- Successfully pass Federal and State background screening.

### **Anticipated Salary Range and Benefits**

College advisors will receive a salary package of \$40,000. Successful candidates will also receive a competitive benefit package that includes, health, dental, life insurance, and paid vacation and holidays. College advisors positions are offered and sustained pending the availability of funding.

### **About the Tennessee Higher Education Commission**

THEC was created for the purpose of coordinating and supporting the efforts of postsecondary institutions in the State of Tennessee. The Coordinator of College Access and Success Outreach works within the Office of P-16 Initiatives which aims to increase the number of Tennesseans accessing and succeeding in higher education. The Office of P-16 Initiatives designs and implements college access and success initiatives with the goal of empowering communities, local education agencies, and other partner organizations to create a statewide culture of college going and attainment. Initiatives include: GEAR UP TN, Tennessee Promise Forward grants, [www.CollegeforTN.org](http://www.CollegeforTN.org), Tennessee's electronic transcript solution, and Tennessee's Path to College events. Additional information about THEC may be found at [www.tn.gov/thec](http://www.tn.gov/thec).

### **How to Apply**

Please complete the application located [here](#). Once your application is submitted, please submit a cover letter and resume via email at [jobs.thec@tn.gov](mailto:jobs.thec@tn.gov). While electronic submission is preferred, written submissions may also be sent to:

Laura Stewart, HR Director  
Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, Tennessee 37243-0820

Application Link: [https://stateoftennessee.formstack.com/forms/advise\\_tn\\_job\\_application](https://stateoftennessee.formstack.com/forms/advise_tn_job_application)