

## Position Description

**Position:** TRIO College Advisor at High Tech Early College

**Reports to:** Director of TRIO Talent Search

**Apply by:** Open until filled

**Position Begins:** As soon as possible

The Denver Scholarship Foundation (DSF) is a 501(c)(3) nonprofit organization whose mission is to inspire and empower Denver Public Schools (DPS) students to achieve their postsecondary goals by providing the tools, knowledge and financial resources essential for success.

DSF is dedicated to our core values: equity, innovation, leadership, learning, relationships, and integrity. We seek candidates who will model, live, and reinforce the Denver Scholarship Foundation's core values within the organization and with the broader community.

### Position Summary:

The Denver Scholarship Foundation (DSF) is seeking a positive and energetic TRIO College Advisor to serve as a resource and guide for Denver Public Schools' (DPS) high school students preparing for success in postsecondary education. As part of the DSF TRIO Talent Search team, this Advisor will directly serve eligible low income and potential first generation college going students at High Tech Early College. The Advisor will work primarily on-site at the assigned school, with occasional off-site responsibilities.

### Primary Responsibilities:

- Manage a DSF Future Center (i.e. college resource center); serving all seniors and TRIO participant caseload
- Deliver college access services to high school students and their families through individual advising, group facilitation, classroom lessons, and presentations, focused on our 7 core services for seniors:
  - College application assistance and career advising,
  - College campus visits and interface with admission officers
  - Financial aid advising
  - Scholarship assistance
  - FAFSA submission and next steps,
  - Help with steps to college enrollment
- Ongoing advocacy
- Identify, recruit, and serve an assigned caseload of TRIO eligible students
- Promote all college pathways including technical, two-year and four-year opportunities
- Collaborate with school counselors, school staff and community partners to coordinate and/or deliver specified services focused on college and career awareness and early preparation
- Maintain accurate and current student records and student data related to college access activities and services
- Collect, analyze, and report data in a timely manner
- Coordinate in-school college representative visits and campus visits
- Raise student awareness and participation in the DSF Scholarship program
- Maintain current on best practices in college access advising for diverse, first-generation, and limited income students aspiring to complete a technical certificate, 2-year degree, and/or a 4-year degree
- Actively participate in Staff, Program, and Advisor meetings and professional development opportunities, assist in the planning and facilitation when appropriate
- Other duties as assigned

**Qualifications and Requirements:**

- Bachelor's degree and minimum three years of experience in a related field
- Experience working with youth (especially those who are traditionally under-resourced) and a demonstrated passion for helping students succeed
- Knowledge of higher education financing, student financial aid, and/or postsecondary education entrance processes
- Strong oral communication, presentation and writing skills
- Strong organization skills, attention to detail, accuracy and timeliness with assigned tasks
- Proactive problem-solver who demonstrates initiative and ability to work individually and on a team
- Ability to operate in a professional manner including proper attire, ethical behavior, and strict confidentiality with student/family information
- Ability to facilitate effective collaboration and to resolve conflict
- Effective use a variety of technology tools including database, various software programs, internet tools, and communication tools
- A sense of humor, tolerance for change, and a demonstrated ability to create a positive culture and sense of empowerment for students/families

**Highly Desired:**

- Spanish fluency (oral and written)
- Career advising experience

**Salary:**

- Full-time, Multi-year grant funded, \$44,000-\$47,500/year dependent on experience and qualifications

**Mental/Visual Demands and Physical Working Conditions:**

The College Advisors work primarily on-site at a DPS high school, with occasional off-site responsibilities.

College Advisors must be:

- Alert to monitoring student work and able to comply with DPS safety, and security procedures/policies
- Able to regularly operate technology including fax, copier, computer, telephone, and other communication tools as needed
- Access to reliable transportation to travel to off-site meetings and professional development opportunities
- Some scheduled evening and weekend work required
- Physical demands may involve lifting materials and equipment up to 30 pounds

**Application:**

Please submit a letter of interest, resume, and three references via email to:

[jobs@denverscholarship.org](mailto:jobs@denverscholarship.org)

**Please include "College Advisor High Tech" in the subject line of the email.**

The Denver Scholarship Foundation is an equal opportunity employer and seeks a diverse pool of applicants.