



College Advisor

Position Summary:

The Denver Scholarship Foundation (DSF) is seeking a positive and energetic College Advisor to serve as a resource and guide for Denver Public School students preparing for postsecondary education. DSF inspires and empowers Denver Public School's (DPS) students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success. To achieve this mission, DSF offers an innovative high school program that provides college and financial aid guidance to DPS high school students.

The Denver Scholarship Foundation is dedicated to learning and innovation, as we constantly seek to improve our services. By doing so, we seek to be a leader within the educational community. We build strong relationships with staff members, partners, and the broader community. We are committed to equity, believing in the value and ability of all students. We strive to embody integrity in all that we do.

We seek candidates who will model, live, and reinforce the Denver Scholarship Foundation's mission and core values with colleagues, students, parents, and the broader community.

Does this describe you?

- You feel a sense of urgency about making a difference in the lives of students, and you are absolutely passionate about, and demonstrate, an unwavering commitment to DSF's mission and values
- You thrive in an intensely fast-paced environment, one that demands your best at all times, and you are fearless in the face of honest feedback for continuous improvement
- You assume positive intentions, brush off setbacks, and are able to move on from difficult situations without holding onto frustration
- You are proactive and able to quickly move an idea to action

Responsibilities:

- Manage the operation of a DSF Future Center (i.e. college resource center)
- Deliver college access services primarily to seniors and their families through individual advising, group facilitation, classroom lessons, workshops, 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 (if applicable) and next steps, help with steps to college enrollment, ongoing advocacy
- Collaborate with school counselors and staff to coordinate and/or deliver specified 9-12 services focused on early college and career awareness, exposure and preparation
- Maintain accurate student records related to college access data
- Coordinate in-school college representative visits and campus visits
- Raise student awareness and participation in the DSF Scholarship program
- 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 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)

Salary:

Multiyear grant funded position with salary range of \$45,000-\$47,500.

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 indicate "College Advisor" in the subject line and submit a letter of interest, resume, and three references via email to:

jobs@denverscholarship.org

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