



COLLEGE TRANSITION PEER ADVISOR POSITION DESCRIPTION

Alabama Possible's College Transition Peer Advisor will work with our college access and success programs.

Alabama Possible breaks down barriers to increase college readiness, access, and completion in Alabama, particularly among low-income students, first-generation college-going students, and students of color.

Beginning in Summer 2020, Alabama Possible will equip Alabama students to make the transition from high school to postsecondary education through a two-way texting program. This work is done in partnership with the Alabama Community College System, Alabama Commission on Higher Education, Alabama State Department of Education, and American Institutes for Research.

In addition, we will work with students and families impacted by COVID-19 to complete college paperwork, including college applications, Free Application for Federal Student Aid (FAFSA), scholarship applications, and financial aid appeals.

We bring the following values to our work:

- **College is postsecondary education.** College is education after high school that results in the attainment of valuable postsecondary credentials, including professional/technical certificates and academic degrees.
- **College is a necessity.** Most career pathways require college credentials.
- **College is for everyone.** College attainment rates among low-income students and students of color are significantly lower than those of other students. The Alabama College Attainment Network commits to closing these gaps.
- **College is a public good.** Postsecondary educational opportunity and attainment are critical to a just and equitable society, strong economy, and healthy communities.

The college transition peer advisor will help students navigate the financial aid and admissions processes and connect students and their families with admissions, financial aid, and other resources on our partner colleges' campuses. The college transition peer advisor will be based at our office in the Five Points South neighborhood of Birmingham. Remote and in-office work will be necessary. They work with students throughout Summer 2020 and during the 2020-21 academic year.

Responsibilities include:

- Provide exceptional customer service while acting as the first point of contact for students, families, and community members. Schedule appointments and maintain a friendly, clean environment.
- Develop a monthly work plan that outlines a weekly schedule, tasks, and/or activities that demonstrate action items to reach deliverables.
- Coordinate programming to equip students and their families to navigate the transition from high school to postsecondary education.
- Assist students with admissions, financial aid, course selection, registration, and orientation questions. Provide proper referrals to college campus resources.

- Secure accurate contact information for students to facilitate ongoing engagement opportunities.
- Send and respond to text messages, make and take phone calls, do video chats, and write professional emails.
- Make copies, file, send/sort mail and email, assist with large mailings, and assist with electronic calendars.
- Assist program staff with projects related to advising curriculum, data entry, design, or other tasks associated with Alabama Possible's college access and success programs.

Requirements:

- Advanced communication and organization skills. Able to implement plans with fidelity and keen attention to detail.
- Self-motivation, innovation, and patience.
- Recent college graduate (Class of 2018 or later) or currently enrolled full-time student at a two-year or four-year college with at least 45 hours earned. Experience as a community college student or with community college students strongly preferred.
- Computer literate and comfortable with Microsoft Office 365.
- Access to a computer, mobile phone service, and a reliable internet connection to facilitate remote work when the office is closed.
- Valid driver's license and reliable vehicle.
- Personal, volunteer, or professional experience with historically underrepresented students' journeys to and through postsecondary education. Familiarity with the FAFSA and financial aid essential.

Compensation: \$15/hour for 15-25 hours per week during the summer and 10-20 hours per week during the academic year. During the summer, a successful candidate must be available between 10 a.m. and 2 p.m. Monday through Friday. Evening/weekend work is anticipated and expected.

To apply: Send your cover letter, resume, and college transcript (unofficial is fine) to jobs@alabamapossible.org

Equal Opportunity Employer and Service Provider

Alabama Possible is an equal opportunity employer and service provider. It is our policy to recruit, hire, train and promote/serve persons without regard to race, religion, color, sex, age, national origin, marital status, disability, sexual orientation, political ideology, veteran status, or any other classification protected by local, state or federal law. All staff and volunteers will adhere to all anti-discrimination policies and procedures. AP will make reasonable accommodations for individuals with known disabilities as long as they do not create an undue burden in accordance with local, state, and federal law.