



**NORTHERN ARIZONA
UNIVERSITY**
College of Social & Behavioral Sciences

Civic Service Institute



2018-2019 Member Service Assignment Description

Short Description of Organization and Mission:

Yavapai County Education Service Agency (YCESA) supports all districts (26) and charter schools (24) located in Yavapai County, which include approximately 25,000 students grades K-12. College and Career Readiness (CCR) resources is an identified need from our district schools across the county. Based on Arizona Commission for Postsecondary Education of statewide accessibility and resources in CCR, there is a gap of CCR resources in Yavapai County. Meeting this unmet need is important to increase college and career readiness in high school aged youth.

As a service agency, YCESA strives to close gaps in schools' programs. College and Career counseling services is one of those gaps. YCESA surveyed schools/districts in Yavapai County to determine their interest in our agency providing supplemental support and the results were all in favor of the project. YCESA does not currently address this area of service, which is why we are partnering with Northern Arizona College & Career Center (NACRC), based in Flagstaff serving Northern Arizona. Their mission is to help high school students to gain college access and have been successfully providing college and career readiness throughout the region.

Position Title: College & Career Specialist

Position Type (slot): Full Time (1700 Hours)

Reports To (Mentor Name and Title): Shari Sterling

Location: College and Career Specialists will have office space at YCESA, school sites throughout Yavapai County, and the college and career resource center.

Primary Function / Purpose:

The goal of this project is to increase post-secondary enrollment for students in Yavapai County. Many students will be a first generation in their families to attend college. The majority of time will be spent working with students at school sites. Member's, or college and career specialists, will staff a new college and career resource center and develop outreach plans to encourage students and families to seek help at the center. Specialists will deliver four modules in college and career readiness to high school students and work with parents of students to complete the FAFSA application.

Major Responsibilities and Duties:

- AmeriCorps members will be trained on and deliver four modules in college and career readiness and/or assist high school seniors in completing the Federal Application for Student Aid (FAFSA).

- The modules will cover 1) Education and Career Action Plan (ECAP) review 2) post-secondary education applications 3) financial aid 4) career planning.
- Member/s will work at schools and have one-on-one student advising meetings. The majority of time will be based at schools.
- Member/s will assist students and families in completing the FAFSA, college applications, scholarship searches and applications, etc.
- Member/s support other direct service activities at sites that relate to youth development and/or college and career readiness.
- Member/s work in rural communities with target populations. This will require travel and ability to relate to different community cultures.
- Member/s present engaging workshops to small and large groups and individual - one-on-one sessions.
- Member/s compile data for reporting purposes and prepare reports and project summaries for grant compliance as well as for tracking program effectiveness and volume of students/families served.
- Staff new college and career resource center, develop marketing and outreach plans to drive students and families into the center for college and career support.
- Special projects as needed.

Member Benefits:

- Living Stipend; Educational award/ Loan Forbearance
- Professional Development
- Full Time (1700 hour) Members are Eligible for health coverage & day care

Qualifications:

Required: An ideal member will possess:

- Excellent organization skills; be attentive to details
- Strong communication skills (writing, oral)
- Ability to research, assimilate information, and prepare proposals
- Systems oriented; have the ability to see the big picture
- Be able to use computers
- Be able to provide transportation to sites
- Works independently, be self-directed and be able to follow directions of administration
- Time management skills, juggling of concurrent projects
- Gets along, and works, well with others

Preferred:

- Public speaking skills and the ability to deliver engaging presentations about topics.
- Networking skills to collaborate and educate potential partners to develop sustainable program/information in rural areas.

- Enthusiasm and passion for serving and meeting needs of students and families in academic organizations
- Arizona drivers license (if candidate as an AZ drivers license they will have access to Yavapai County fleet vehicles).

Training / Development Opportunities:

Members will receive training and professional development opportunities to be fully successful in their duties and responsibilities in working with students, parents, educators and other stakeholders. In addition, members will receive training in career and college readiness from Arizona College Access Network (AzCAN) in order to conduct the modules. Members can participate in professional development offered through Yavapai County Human Resource department.

Work Environment:

- Required to have reliable transportation to travel to school sites, some are remote
- Work independently to travel to rural school sites
- Must have clearance cards that schools require to work with students. AmeriCorps background check is sufficient but required to obtain the actual documentation and have in hand to show school personnel.

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.