

## COLLEGE ADVISER FELLOWSHIP

### PROGRAM INFORMATION

Destination College Advising Corps (DCAC) is housed within the Center for Educational Partnerships (CEP) at UC Berkeley. Home to 12 programs, CEP collaborates with schools, districts, families and communities to increase college access and success for students facing significant barriers to post-secondary education. DCAC is integrated with the Early Academic Outreach Program (EAOP) and works to increase the number of low-income, first-generation high school students who enter and complete higher education. Our in-school model places well-trained, recent college graduates as full time college advisers dedicated to provide mentorship, resources, information and advising at one of our partner high school or community-based organization sites.

### FELLOWSHIP DESCRIPTION

The DCAC College Adviser Fellowship is a paid, full time, 10-month position, requiring a two-year commitment. Following the College Advising Corps (CAC) near peer model, advisers are recent college graduates who have graduated within the last two years. College advisers undergo four weeks of full-time paid training, and then begin working at their assigned high school or community based organization site in Alameda, Contra Costa or Santa Clara counties. College advisers receive continuous individual support and specialized training throughout the year, including extensive college advising training, graduate school, and career support. After two years of service, many of our adviser alumni pursue graduate school or careers as school counselors, higher education advisers, educational policy makers, and other social service positions.

### DUTIES AND RESPONSIBILITIES

- Recruit and mentor a cohort of high school students
- Provide individual support with college and financial aid applications to high school seniors
- Assist cohort and non-cohort students with college access information and preparation
- Organize events that encourage students and their families to consider, plan for, and apply to college and universities
- Record all student interactions on a daily basis using College Advising Corps' web-based system, GRACE
- Prepare regular progress reports for DCAC supervisor and school administrators
- Establish productive and strategic relationships with principals, counselors, and teachers within the partner site
- Collaborate with site personnel to promote the college-going culture at the site
- Participate in a month long paid training during August and in regular professional development meetings and trainings throughout the academic year

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### REQUIRED QUALIFICATIONS

- Must be a recent college graduate (*BA/BS earned in 2021 or 2022*)
- Commit to a 10-month, two-year term, starting on August 1 through May 31. (*Contingent to job performance and program funding*)
- Able to work Monday – Friday from 8:00 am-5:00 pm. Occasional evening and weekends
- Proven ability to organize and manage many tasks and projects simultaneously
- Able to meet deadlines, plan events, and track data consistently
- Excellent oral and written communication, presentation and leadership skills
- Ability to work independently as well as collaborate effectively with others
- Ability to relate well with a diverse high school student population
- Access to reliable transportation to and from school sites. (Access to a reliable car highly preferred)
- Ability to relocate to region of placement
- Criminal Background Clearance. (*FBI, DOJ, Dru Sjodin*)

### PREFERRED SKILLS

- Prior experience working with middle and/or high school students; college access and outreach programs
- Genuine interest in increasing educational opportunities for youth
- Strong quantitative and record keeping skills
- Experience working with diverse populations
- Flexibility, creativity, independence and accountability
- Student or customer service experience

### COMPENSATION AND BENEFITS

- \$3,200 monthly living allowance for a 10-month term
- \$4,000 End-of-Year Award upon successful completion of 10-month term of service
- 7 floating holidays off in addition to all UC holidays
- Comprehensive benefits package includes full health, vision, and dental insurance
- Extensive training and professional development in college advising best practices
- Access to local, state-wide webinars and seminars, participation in the annual national CAC conference
- Exposure to higher education networks
- Summer employment opportunities within CEP programs may be available for eligible candidates