

Position Description

DIRECTOR OF THE VIRGINIA COLLEGE ADVISING CORPS

Background

The University of Virginia launched the Virginia College Advising Corps (formerly the College Guide Program) in fall 2005 to address the widening gap in college access for low income, first generation, and under-represented groups. The Corps places recent U.Va. graduates in high schools and community colleges throughout the Commonwealth to work alongside counselors and other college access organizations. The goal of the program is to encourage and assist high school and community college students with college applications, financial aid, scholarship searches, and making the successful transition to post-secondary education.

The Jack Kent Cooke Foundation, with additional support from the Lumina Foundation for Education, invested \$12 million over four years to expand the program nationally. In March 2007, 10 additional institutional partners were selected, the program was renamed the National College Advising Corps, based at the University of North Carolina at Chapel Hill.

Position Summary

Administration of the Virginia College Advising Corps requires a full-time director to effectively provide support and outreach to all of the placements in the Commonwealth and to raise funding to support the program. The position requires travel, recruiting, training and supervising the guides, collaboration with participating high schools and communities and raising funds to support costs. The director reports to the Vice Provost for Academic Programs.

Duties and Responsibilities

67% Administer the Virginia College Advising Corps

- Recruit and train College Advisers
- Supervise College Advisers during training and their placements in the community, meet regularly with them to direct their performance to high standards and program expectations.
- Collaborate with the public school districts, community colleges, and other access providers to coordinate the best outcomes for College Advisers and students at each placement.
- Assess effectiveness of the Virginia College Advising Corps by tracking College Adviser interactions with students and parents, number of high school students taking standardized admission tests, applying to and attending higher education institutions.
- Appropriate fiscal management including budgeting, monitoring expenditures, administering grants, and planning.

33% work with University Development Office and Office of Sponsored Programs

- Raise philanthropic and government funds to support the Virginia College Advising Corps and Access U.Va.
- Write proposals to government agencies, foundations and private sector sponsors.
- Meet with these entities to cultivate gifts and develop relationships and coordinating efforts with development staff at U.Va.

Qualifications

A master's degree is required. The successful candidate should have excellent communication and interpersonal skills; exceptional writing and analytical skills; experience in service-related work such as community service programs, educational outreach, student affairs, youth advocacy, or career development. Capacity for frequent travel and regular evening and weekend work. Demonstrated ability to work with high school administrators and college students and an understanding of college access within the secondary school environment.

Preferred Qualifications

Knowledge of the administrative and academic organization at a college or university including experience with budgets. Significant development experience, particularly in a higher education setting. Experience in capital campaigns and experience with major gifts, foundations and corporations is desired.