

**Chang-Chavkin First Generation Scholars Program
Student Advocate
Job Description**

OVERVIEW

Telluride Foundation seeks applications for a new position: Student Advocate. The principal responsibility of the Student Advocate will be to implement the goals of the Chang Chavkin First Generation Scholars Program (SCHOLARS) to support potential first generation college students in five rural school districts: Telluride, Norwood, West End, Ridgway and Ouray. SCHOLAR will provide resources and financial support to low-income, first generation high school students to pursue and complete a college education. First Generation students are children whose parents do not have an Associate or Bachelor's Degree.

The Student Advocate will provide direct service to students, parents and the five regional school districts in three ways: 1) work with high school guidance counselors to provide targeted support to first generation students and their families; 2) college scholarship funding; and 3) "wrap-around" services while in college to help ensure graduation.

The goal of SCHOLARS is to elevate the success of first generation students by helping them successfully get admitted to a quality four-year college, maximize their financial aid potential, and obtain a Bachelor's Degree.

The Student Advocate position represents an outstanding opportunity for a high-performing individual to connect with students and families, work closely with school district college counselors and administration, develop partnerships with colleges and universities, and make a significant difference in the future of low-income, first generation students.

This unique opportunity is a full-time position with the Telluride Foundation, however with reporting responsibilities to the scholarship fund donors and scholarship selection committee. The position would travel frequently within the five school districts, conduct home visits with students and parents, as well as nationally to college campuses.

RESPONSIBILITIES OF THE STUDENT ADVOCATE

- Provide college counseling assistance to high school guidance counselors helping to foster a college-going culture.
- Provide assistance to students and their families to help them navigate through the complex process of college admissions, matriculation and financial aid.

- Conduct college readiness workshops (beginning in 9th grade) to promote a college education for first generation students and their families.
- Connect students with the resources they need to succeed in high school, including tutors, test preparation courses etc.
- Help identify prospective colleges and assist student with the completion of their college applications.
- Assist with uncovering ALL financial aid opportunities, including completing the FASFA (and CSS Profile if applicable) and applying for scholarships.
- Ensure every first generation student knows about SCHOLAR and the support it provide including financial support.
- Advocate on the student's behalf with colleges directly.
- Serve on the scholarship selection committee.
- Research and connect students with first generation programs and services available to them at their college.
- Stay in communication with the student, their parents and their college advisors to ensure they are getting the services they need to succeed.
- Provide annual reporting, collect outcome metrics, and facilitate the evaluation of the scholarship program.

REQUIRED QUALITIES AND QUALIFICATIONS

- A Bachelor's degree from an accredited college or university.
- Professional work experience in the fields of secondary or post-secondary education, college counseling, or college admissions.
- Proficient in office, database and social media technology and programs.
- Experience working with diverse backgrounds and serving underrepresented youth and adults, and ability to explain detailed concepts in a culturally appropriate manner.
- Knowledge and experience with the college application and selection process, including SAT preparation, FAFSA, scholarships and college financial packages.
- Fluency in Spanish a plus.
- Outstanding written and oral communication skills. Willingness to travel and work flexible hours (nights/weekends).
- Valid Colorado Driver's License with reliable transportation and car insurance, and the ability to travel in inclement weather to perform duties related to the position.

COMPENSATION

Salary commensurate with experience; plus benefits and travel reimbursement.

HIRING PROCESS

Timing of hiring process will be flexible to accommodate candidates and will require in-person interviews. The Foundation would like to fill the position as soon as possible.

Qualified interested candidates should email the following to Paul Major, President & CEO, paul@telluridefoundation.org:

- Cover letter
- Current resume
- Three current references
- One page writing sample

Telluride Foundation is an equal opportunity employer.

ABOUT US

The Telluride Foundation, located in Telluride Colorado, exists to create a stronger Telluride community through the cultivation and promotion of philanthropy. It is a nonprofit, apolitical community foundation that provides year-round support for local organizations involved in arts, education, athletics, charitable causes, conservation and other community-based efforts through community grantmaking, impact initiatives, convening's and charitable stewardship. The Foundation acts to serve the people living and/or working in the Telluride region for the purpose of enhancing the quality of life within the region.