

Please see Special Instructions for more details.

- Proposed Hire Date: July 01, 2025
- Appalachian State seniors and alumni who meet the qualifications and are interested in a "gap year(s)" experience are strongly encouraged to apply.

Please attach required documents:

- Resume
- Cover Letter
- Provide a minimum of 3 professional references in the application or attach a List of References with Contact Information

Optional document to attach:

- Unofficial Undergraduate Transcripts

For More Information visit: advisingcorps.appstate.edu

Posting Details

Work experience or education that is NOT included on the application will NOT be considered when screening your application. Please include ALL work experience and education on the application to ensure that you receive the appropriate credit toward qualification for this position.

Request to Recruit

Working Title	2025-26 College Advising Corps Adviser (Multiple Vacancies)
Location	High school(s) located throughout Western NC (please see Essential Job Functions for possible locations)
Position Number	TBD2026
Department	College Access Partnerships - 240105

Position Summary Information

- Minimum Qualifications**
- Earned or will earn a bachelors degree between May 2021 and June 2025; Candidates must have received a bachelor's degree within four years of applying to serve as an adviser
 - Ability to work well with diverse populations
 - Strong desire to serve
 - Strong interest in learning and professional growth
 - High level of professionalism in all communications and interactions
 - Must be able to relocate to the service area and be involved in the surrounding community

**License/
Certification
Required**

Essential Job Functions

Working Locations: High school(s) located within one of the following counties: Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Catawba, Cherokee, Clay, Cleveland, Graham, Henderson, Jackson, Macon, Madison, Mitchell, McDowell, Rutherford, Swain, Transylvania, Watauga, Wilkes, and Yancey.

The College Advising Corps is a national nonprofit that partners with colleges and community-based organizations to increase the post-secondary enrollment for low-income, first-generation, and underrepresented students nationwide. For more information about the mission and history of the College Advising Corps, please visit <https://advisingcorps.org>.

The College Advising Corps at Appalachian State seeks to hire recent graduates to serve as college advisers in high schools throughout western North Carolina. As members of a national movement, College Advising Corps at Appalachian State advisers will help students in rural, under-served Appalachian communities realize their dreams of achieving post-secondary education.

Regular responsibilities may include, but are not limited to:

- Assist students with the development of post-graduation plans, including workforce entry, trade or technical school enrollment, 2-year or 4-year college enrollment, or military enlistment
- Provide one-on-one admissions and financial aid advisement to any student or family seeking assistance
- Encourage students to consider a broad range of appropriate post-secondary choices and assist them in developing a comprehensive list of good fit and match options
- Help students and families complete and submit admissions and financial aid applications
- Offer a variety of workshops, presentations, and events to promote a college-going culture and inform students and families about important college access information
- Engage families and mentors in support of their students' post-secondary process, including calling all seniors' families/guardians via phone
- Participate in activities, attending events, and interacting with the school and community in an effort to build trust and relationships
- Collaborate with the AppCAC Program Staff and partner school personnel to fuel a school-wide college-going culture
- Record up-to-date service activity data using the College Advising Corps' web-based database system, GRACE (training provided)
- Submit weekly progress reports to the AppCAC Program Staff documenting progress and outputs
- Establish productive working relationships with principals, counselors, teachers, and other student support staff in partner high school(s)
- Actively seek the advice and counsel of the on-site liaison at partner high school and the AppCAC Program Staff in order to provide student and family services most effectively
- Develop expertise in admissions and financial aid advising
- Participate fully in pre- and in-service training

- In consultation with the AppCAC Program Staff, seek out and participate in other opportunities for professional development
- Create resources for the larger advising team, including (but not limited to): social media templates, graphics & videos, advising resources, financial aid resources, scholarship guides, newsletters, event planning guides, etc.
- Assist AppCAC Program Staff with the development and facilitation of adviser pre-service and in-service trainings
- Represent the College Advising Corps at Appalachian State program appropriately at all times

College Advising Corps at Appalachian State advisers:

- Report to Appalachian State based program staff, as well as high school-based on-site facilitator
- Participate in 4-week training during the summer and ongoing professional development throughout the school year
- Commit to one academic year (11 months) of service with preferred two-year commitment if mutually agreed upon by the program staff and the adviser

College Access Partnerships is a department within the Reich College of Education. The RCOE is committed to seeking and sustaining a culturally and ethnically diverse University community that is inclusive of all individuals and groups. Successful candidates will demonstrate leadership and innovation in advancing diversity and dedication to recruiting and serving students with diverse needs, backgrounds, ethnicities, abilities, and other distinct characteristics in respectful, sensitive, and understanding ways.

Preferred Qualifications

- Experience working with high school aged youth
- Experience managing large projects and working in teams
- Background in community service
- Leadership experience
- Priority given to graduates of Appalachian State University during the initial application review process
- Proficiency in languages other than English

Work Schedule/Hours

- Monday-Friday.
- Daily hours follow the partner high school's expected schedule for faculty and staff; some nights and weekends required

- Advisers work towards a set number of service hours as AmeriCorps members. Advisers are provided resources to track and plan for service hour completion.

Number of Hours Per Week 40 hours/week for 11 month period. Advisers typically serve for 2 years.

Number of Months Per Year 11

Mandatory Staff No

Physical Demands of Position *To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

Hiring Range \$30,000-\$38,000 (11-month living allowance)

Pay will be commensurate with applicant competencies, budget, equity and market considerations.

Posting Details Information

Posting Date 11/11/2024

Closing Date 06/30/2026

Open Until Filled No

Applicant External (Post on the Web)

**Pool
Preference**

**Special
Instructions
to
Applicants**

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Quick Link <https://appstate.peopleadmin.com/postings/48538>

Posting Number 201500742P

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Why are you interested in the field of college access? Feel free to include your personal experiences.
(Open Ended Question)
2. * How did you hear about this employment opportunity?
 - Public Job Posting

- Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Other
3. * How did you hear about the Appalachian College Advising Corps?
- Current college adviser
 - Former college adviser
 - Professor/Academic Adviser
 - Information Sessions
 - Career Center
 - App State HR site
 - Other website
 - Other
4. * Please note, you must have earned a Bachelors Degree between May 2021 and June 2025 in order to qualify for this position. Have you earned or will you earn a Bachelors degree between May 2021 and June 2025 (August 2025 graduates may still apply)?
- Yes
 - No

Applicant Documents

Required Documents

1. Resume
2. Cover Letter / Letter of Interest
3. List of References with Contact Information

Optional Documents

1. Transcript-Undergraduate (Unofficial) - No Password Protected Documents