



Advisor Coordinator Position Description

Site Supervisor _____ Email: _____

Phone: _____ Best time to call _____

Position Description:

Assist with the coordination of the ASPIRE Advisor volunteer team by assigning students, providing Career Center training and other activities requested by the Site Supervisor.

Responsibilities:

- Assist the Site Supervisor with the recruitment and screening of ASPIRE Advisor volunteers
- Maintain regular contact with the Site Supervisor and volunteers
- Assist with training on school policy and regulations for new volunteers
- Assist in developing and maintaining student tracker and portfolio forms
- Help communicate ASPIRE and related information to program participants (ASPIRE Orbit e-newsletter, scholarship bulletins etc.)
- Maintain confidentiality
- Follow ASPIRE guidelines and school policies and regulations
- Participate in the program year-end evaluation survey
- Other: _____

Qualifications:

- Desire and ability to delegate and coordinate the work of others
- Sensitivity to problems faced by teenage students and families at risk
- Interest in training related to college and financial aid
- Dependability and a strong sense of commitment
- Ability to maintain patient, non-judgmental attitude
- Volunteer must give permission for a criminal background check

Training: The Oregon Student Assistance Commission (OSAC) and the site supervisor will provide training and technical assistance on recruitment, screening and training of volunteers. OSAC will provide initial and ongoing training on confidentiality, applying for financial aid and scholarships, college admissions and mentoring techniques. School staff will provide training on school policies and regulations

Benefits to the Volunteer:

- Experience interviewing, managing people and decision making.
- Training on how to apply to colleges and successfully obtain financial aid
- Satisfaction of creating opportunities for more Oregonians to attend college and trade schools
- Tort liability insurance coverage

Volunteers will not replace paid staff.

Volunteer Name: _____

Volunteer Signature: _____ Date: _____

Site Supervisor: _____ Date: _____