



## **Future Center Advisor, La Crosse Promise La Crosse, Wisconsin**

La Crosse Promise seeks a full-time advisor to provide comprehensive, pre-college planning assistance to students, linking them to resources that maximize their potential for post-secondary success in college and in the workforce.

The position includes managing all aspects of the Future Center at Logan High School in La Crosse, WI, including scheduling appointments with students and parents/guardians, monitoring students' progress, keeping abreast of policy changes to access financial aid and maintaining meaningful relationships with all students throughout their entire high school career.

The Future Center Advisor's role is based on continuous and consistent process built on frequent, accumulated personal contacts between advisor and advisee. The ideal candidate will assist the students to best prepare for their future education and career by formulating plans that are compatible with their life goals.

### **Education and Experience Requirements**

Bachelor's degree in a related field. Minimum of 2 years' experience working in an advising capacity. Preference will be given to those who have a Master's degree, and those who have worked with high schoolers.

### **Why La Crosse Promise?**

La Crosse Promise is a non-profit organization working to improve the quality of life for all residents in the La Crosse, Wis., region through a commitment to education. Our efforts are focused on two core programs: 1. Future Centers, which provide education advising to all high schoolers in the school district. 2. A neighborhood program that offers scholarship funds to people who build, buy, or renovate a home in select La Crosse neighborhoods.

We are working to maximize the number of students with plans to attend college or vocational school upon graduation from high school. This not only bolsters a person's knowledge base, but also puts them in position to acquire better earnings in whatever career they chose. Since 2012, our highly-trained advisors have guided more than 2000 students through the post-high school planning process.

Our mission: La Crosse Promise is a catalyst for community vitality through educational success. You would be working with a dynamic team of three others, with an office based in the resource center of Logan High School.

### **Why La Crosse, WI?**

La Crosse, WI is considered to be one of the best cities to live in the Midwest, not only because of its beautiful setting nestled in the towering bluffs of the Mississippi River, but also because of the friendly residents, three institutions of higher learning, top-notch restaurants and shops in a thriving historic downtown, and many outdoor and indoor recreational activities enjoyed by residents and visitors alike. There are numerous festivals and concerts throughout the year including the world renowned Oktoberfest and River Fest in July. La Crosse also has a strong and innovative public and private school system and two highly-regarded health systems (Mayo Clinic and Gunderson Health).

**Future Center Advisor Responsibilities:**

- Increase college access services and programs for high school students
- Monitor student eligibility for scholarships and direct students to appropriate resources to help them satisfy eligibility requirements
- Inform students and parents about the process for accessing financial aid, scholarship funds and post-secondary education
- Conduct one-on-one and small group advising sessions with students and parents/guardians
- Help students write and edit meaningful, concise essays for scholarships and college applications
- Develop, coordinate, and deliver financial aid, Free Application for Federal Student Aid and scholarship workshops for students and parents/guardians.
- Seek mentorship and job shadow opportunities for students
- Coordinate student participation for regional college campus visits, also serving as chaperone
- Monitor/track student use of Future Center services and implement evaluation tools
- Develop and maintain a positive working relationship with the La Crosse Promise Executive Director, district administration, counselors, principals, teachers, and staff
- Maintain an effective working relationship and ongoing collaboration with college admission officers
- Coordinate other pre-collegiate programs with school counselors and other Future Center advisor to reduce overlap of services and to ensure that every student receives appropriate services
- Conduct outreach activities on financial aid, scholarships and post-secondary education at parent/teacher conferences, school orientations, and curriculum fairs
- Contribute to annual and ongoing reports from evaluation results
- Perform outreach to local elementary and middle schools, youth programs, and alternative high school programs
- Participate in appropriate school counselor and building meetings
- Manage the Future Center office at Logan High School, while serving as a positive role model for students at all times
- Other duties as assigned

**Performance Expectations:**

- Strong oral communication and writing skills; ability to communicate with sensitivity and work with diverse populations; comfort with public speaking
- Strong organizational skills, detail oriented, accurate, and timely with assigned tasks
- Demonstrates a concerned and caring attitude toward advisees
- Operate in a professional manner including ethical behavior, and strict confidentiality with student/family information
- Handle multiple tasks in a fast-paced environment
- Facilitate effective collaboration and resolve conflict
- Demonstrate sensitivity to diversity
- Effectively use a variety of technology tools including database, various software programs, internet tools, and communication tools
- Flexibility in scheduling to accommodate students and parent needs; may require evening and weekend hours
- Display a positive attitude, sense of humor, tolerance of change, and a demonstrated ability to create a positive culture and sense of empowerment for students/families

**Terms of Employment:**

Full-time position

Please send resume to La Crosse Promise, attn. Brian A. Liesinger, P.O. Box 2394, La Crosse, WI 54602 or via email, [bliesinger@lacrossepromise.org](mailto:bliesinger@lacrossepromise.org)

Deadline: 7/31/17