

Advise TN College Advisor

Posting Details

Position Information

Posting Number	20121686Staff
Working Title	Advise TN College Advisor
Pay Rate	\$50,000
Employment Category	Administrative/Professional
Regular/Temporary	Regular
If temporary, list duration	
Type of Appointment	Fiscal
Contract Period	12 month

Position Summary Information

Position Summary Advise TN is a college advising and capacity building program administered by the Tennessee Higher Education Commission in partnership with Austin Peay State University. The program aims to increase the number of Tennesseans accessing higher education by partnering with high schools to provide full-time professional college advising services. Advisors provide services to all juniors and seniors at participating high schools with the intention of helping students enroll in the postsecondary option where they will be most likely to succeed and persist to a degree or credential.

College advisor positions are offered and sustained pending the availability of funding.

Primary Duties and Responsibilities

Deliver individualized support by interacting on a daily basis with high school students and/or parents to provide support through the college admissions and financial aid process.

- Create positive relationships with 11th and 12th grade students and families. Provide accurate, complete, and sensitive information to encourage students to consider a broad range of postsecondary choices.
- Assist students in completing and submitting admission and financial aid applications
- Assist in the implementation of statewide college access and success initiatives including, but not limited to, Path to College Events, CollegeforTN.org, TN FAFSA Frenzy, etc.
- Establish productive working relationships with principals, counselors, and teachers in assigned partner high school.

Organize group events that encourage students and their families to consider, plan for, and apply to colleges and universities.

- Visit classrooms, assemblies, and club meetings to offer Advise TN services and emphasize the importance of college.
- Partner with postsecondary institutions to provide college access and success programming.
- Host regular workshops for the families of students to discuss topics such as financial aid, college planning timeline, the importance of a postsecondary education, and opportunities available.

Assist in data collection and evaluation aimed at long-term sustainability of the program

- Maintain ongoing data collection on student college preparation progress (i.e. college visits, college application submission, FAFSA completion) and complete reports documenting progress and outcome data as required.
- Monitor success of the program, including levels of participation, quality of activities and impact in terms of student achievement, attendance, educational expectations, and behaviors.

Maintain expertise in admissions and financial aid advising
Participate in Advise TN-sponsored meetings and trainings, including professional development opportunities, biannual training held in Nashville, and monthly regional meetings.

- Collaborate with other Advise TN college advisors to share best to meet Advise TN goals and objectives.

Knowledge, Skills, and Abilities

- Proven ability to work effectively with youth, including those from diverse backgrounds.
- Ability to serve as a role model for students, including those from diverse backgrounds.
- Strong knowledge of postsecondary education requirements, options, application procedures, financial aid, and scholarship opportunities.
- Excellent interpersonal and communication skills. Demonstrated ability to conduct effective workshops and presentations.
- Ability to work effectively with school personnel, parents, and community leaders.
- Strong program management skills, including demonstrated record of developing processes and completing tasks on time and with fidelity.

Physical Requirements

- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Required Minimum Qualifications

- Bachelor's Degree in education, counseling, social work, higher education or related field; Master's Degree preferred.
- Successfully pass Federal and State background screening.

Posting Detail Information

Open Date 04/07/2025

Close Date

Open Until Filled Yes

Special Instructions to Applicants

Thirteen advisors will be hired to serve the following schools:

BLOUNT | BLOUNT COUNTY | HERITAGE HIGH SCHOOL*** (2 advisors)
 CANNON | CANNON COUNTY | CANNON COUNTY HIGH SCHOOL
 CHESTER | CHESTER COUNTY | CHESTER COUNTY HIGH SCHOOL
 CROCKETT | CROCKETT COUNTY | CROCKETT COUNTY HIGH SCHOOL
 GIBSON | GIBSON CO SP DIST | GIBSON COUNTY HIGH SCHOOL
 GILES | GILES COUNTY | GILES CO HIGH SCHOOL
 MARION | MARION COUNTY | MARION CO HIGH SCHOOL
 MARSHALL | MARSHALL COUNTY | FORREST SCHOOL
 MONROE | MONROE COUNTY | SWEETWATER HIGH SCHOOL
 PUTNAM | PUTNAM COUNTY | MONTEREY HIGH SCHOOL
 SEQUATCHIE | SEQUATCHIE COUNTY | SEQUATCHIE CO HIGH SCHOOL
 SMITH | SMITH COUNTY | SMITH COUNTY HIGH SCHOOL

Please be sure to note the school you are interested in on your cover letter.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree or higher in Psychology, Counseling, Social Work, Education or related field?
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume

2. Cover Letter

Optional Documents

1. Letter of Recommendation 1
2. Letter of Recommendation 2
3. Letter of Recommendation 3