



## 2021 VIRTUAL HIGH SCHOOL SUMMER ADVISING FELLOW POSITION

Apply via google form [here!](#)

Breakthrough Central Texas creates first-generation college graduates. The program admits students in middle school and makes a long-term commitment to helping them graduate from high school and college by providing academic summer programs, individualized academic support and enrichment and college-prep activities for students and families.

Breakthrough seeks enthusiastic, creative, and successful college students to virtually teach and mentor rising 12th grade high school participants in one distinct college bound program. 12th grade students participate in a College Application Institute in 6 consecutive weeks throughout the months of June & July. **The position begins on Monday, June 7<sup>th</sup> and ends Friday, August 6<sup>th</sup>.**

**The College Application Institute** will give rising 12th grade students a head start on the college application process through a series of online workshops and advising that will encompass topics such as financial aid, college essays, college application components, and professional communication. By the end of the program, students will complete at least one college application, one college essay, and be able to explain where they are in the college application process while providing a detailed plan of action for the fall term.

For the 12<sup>th</sup> grade program, advising fellows will be responsible for executing college application tasks via 1:1 virtual advising, as well as, engage with our senior community during whole-group workshops with the guidance and support of Breakthrough staff and other educators

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Partner with BT staff member to guide 10-15 rising seniors through the college application process
- Serve as a college essay writing coach for a selected group of 12th grade students
- Recruit for & participate in large- and small-group team-building activities on provided online platform
- Co-facilitate various college knowledge workshops, as needed
- Learn from your directors and colleagues
- Communicate with parents and families about your students
- Support annual conferences with students and families
- Serve as a leader and mentor to all students
- Ask questions, be present, work hard, and make a difference

### Time frame: June 7 – August 6, 2021

- Teacher Training: June 7-18
- Initial Outreach/ Meet & Greet Senior Caseload: June 21-July 2
- Office Closed (no students): July 5
- 12<sup>th</sup> Grade College Application Institute: July 6- Aug 3
  - Class zoom sessions will “meet” 1-2 times per week (online)
    - Summer fellows will be required to attend whole-group sessions, as needed
    - Online screen time will also account for one-on-one meetings for senior check-ins and appointments
- Wrap-up Week- August 4-6
- Ongoing training and preparation occurs throughout the summer

**Qualifications & Compensation:** Successful, motivated college students who are interested in educational equity and skilled in leading students. All majors are encouraged to apply. Experience in leadership and leadership development preferred. Spanish speaking preferred.

This position has recurring access to vulnerable populations. As such, it requires a three-part National Service Criminal History Check, including a FBI fingerprint background check. Until a member is cleared on all three components, the member is not permitted to have access to vulnerable populations but is confined to training and program.

## **Qualifications**

Applicants must meet the following qualifications:

- Be enrolled and in good standing at a college or university, or recently graduated
- Have a commitment to giving back to their community and the ability to complete the full summer term, from June 7-August 6

## **Essential Functions**

- Mentor students on the skills and strategies needed for success in and steps to take to enter or persist through college.
- Teach leadership, professional workplace, and college application skills to students under the guidance of seasoned professionals

## **Knowledge, Skills, and Abilities**

- Effective communication skills
- Excellent organizational and time management skills
- Ability to follow through with assigned tasks and responsibilities
- Flexibility and openness to changing roles
- Ability to work on a team and be an active team member
- Responds well to constructive criticism and input on how to improve performance
- Effective tutoring and mentoring skills
- Willingness to learn and to attend all AmeriCorps trainings
- Commitment to working with youth and to community service
- Ability to manage several concurrent issues and solve problems effectively
- Ability to complete paperwork and meet deadlines
- Bilingual (Spanish) a plus
- Wear AmeriCorps logo daily in service

## **Hours, Benefits, and Stipend**

As minimum-time AmeriCorps members, summer teachers are required to accumulate 300 hours within the service period of **June 7, 2021 to August 6, 2021**. Members are responsible for tracking and receiving approval of their hours and receive the following:

- Living Stipend (\$2,300) + additional \$200 for prior Breakthrough summer teaching fellows, + additional \$400 for those who have been Breakthrough teaching fellows for at least two prior summers
- Education Award- upon completion of their service hours, all members are eligible to receive an Education Award from the Corporation for National and Community Service (\$1,638)
- Non-monetary benefits (on-going support, professional development)
- Additional stipends to Pell-eligible students

*\*Note: In the event that the COVID-19 pandemic impacts the ability of members to implement service activities, members will conduct aligned teleservice activities. AmeriCorps defines Teleservice as: "meaningfully serving or participating in training from a remote location where a host site supervisor is unable to physically be present, but will verify hours served by an AmeriCorps member."*

### **Additional Teleservice Qualifications:**

- access to internet,

- ability to serve remotely, including communication via video conferencing
- ability to serve independently,

*Member safety is important to Breakthrough Central Texas. If a member feels uncomfortable serving due to COVID-19, they should reach out to their site supervisor and/or Breakthrough Central Texas for accommodations. All members are provided Personal Protective Equipment (PPE) for in-person service as long as health guidelines require use for in-person service.*

*In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.*

**For questions please contact:**  
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**To apply: Please complete the google form [here](#) and someone will be in contact with you shortly!**

*Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender identity and gender expression, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. People of diverse backgrounds are strongly encouraged to apply.*