

**Campus Compact of Oregon**

**AmeriCorps Member Position Description**

**Position Title:** College Access Corps Coordinator

**Host Site Name:** Willamette Academy

**Location:** Willamette University, Salem, OR

**Partners:** Salem-Keizer School District

**Hours of Service:** 9am-5pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

**Position Duration:** August 2019-June 2020

**Responsibilities and Related Tasks:**

* Recruit, select, and train college students as critical educational access coaches
* Supporting service learning courses that are in partnership with Willamette Academy
* Assist in cultivating school/community partnerships
* Build programmatic infrastructure around college access best practices
* Help create and implement college access programming for students and parents
* Serve as instructor or teaching assistant during summer residency programs and monthly Saturday sessions as needed
* Generate administrative support and maintain the confidentiality of sensitive materials and departmental records, by responsibly handling records and files, grade reports, and similar confidential materials, and by exercising discretion in communicating information to students and staff
* Promote program impacts to internal and external stakeholders
* Organize and/or participate in college visits throughout the year in Oregon and Washington
* Support nominations process for new 7th grade students entry into the program
* Design and implement continued professional development for college access coaches throughout the year
* Recruit volunteers for National Days of Service and other community service events
* Provide age appropriate CAC interventions to participating youth
* Compile and update CAC sustainability binder (one for each campus program)
* Collect and document program assessment data in required tracking tools and progress reports
* Engage in personal reflection
* Collaborate with other CAC teammates and national service members in your community on common projects
* If housing is provided, support the university housing department with tasks as needed

**Campus Compact of Oregon AmeriCorps Member Responsibilities:**

* Attend all Campus Compact of Oregon required trainings and events
* Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork
* Read *Critical Mentoring: A Practical Guide* by Torie Weiston-Serdan

**Required Qualifications:**

* 21 years and older
* AA, BA/S or some college
* Demonstrate a commitment to or willingness to explore issues of racial justice and equity
* A U.S. citizen, U.S. national, or lawful permanent resident
* Commit to serving 1700 hours (no more than 20% of aggregate time can be spent on
* training professional development and no more than 10% on fundraising)
* Ability to work well with people of diverse backgrounds
* Ability to effectively interact with a wide variety of people in a manner that positively portrays the University and its programs, personnel, and philosophies
* Strong organization, problem-solving and written and oral communication skills
* Basic office computer skills, including word processing
* Program management (marketing, event planning, training, volunteer management) experience
* Strong initiative, self-starter, and enthusiasm for helping others succeed
* Committed to promoting educational equity, belonging and inclusivity
* Ability to work some weekends and evenings for academic sessions and tutoring appointments
* Able to pass a criminal background check

**Preferred Qualifications:**

* Driver’s license and access to transportation
* Bilingual (Spanish)

**AmeriCorps Member Benefits:**

* A living allowance of $14,000 for the term of service, dispersed monthly
* An education award of $6,095 (upon successful completion of service)
* Health benefits
* Loan forbearance and interest accrual payment on qualified student loans
* Child care (if eligible)
* Training and professional development opportunities
* Access to an extensive network of AmeriCorps Alums
* Members will be given a mid-year and end of year member evaluation from their program supervisor