

**10,000 Degrees**  
Job Description

**POSITION:**                   **College Advisor- Marin & Sonoma County**

10,000 Degrees (formerly Marin Education Fund) believes everyone should have a chance at college. We advocate for equal educational opportunity for everyone and support students in need to successfully access, pursue and complete higher education. To carry out our mission, we provide a comprehensive pipeline of programs and support including college access programs, scholarships and recipient support to students of all ages. Students who receive assistance from 10,000 Degrees are from low-income households. These students are frequently the first-generation of their family to go to college and are from groups who have been traditionally underrepresented in higher education.

Founded in 1981, 10,000 Degrees has distributed 27,000 scholarships to Marin residents totaling \$36 million. Since 1986, 10,000 Degrees has been affiliated with Marin Community Foundation and receives major funding from the Foundation.

**Position Purpose:**

**The College Advisor is an integral part of 10,000 Degrees' college track of programs and is primarily responsible for supporting early college awareness programs including the Summer Application Institute and Mentoring as well as providing college and financial aid counseling to local students and families. This position also assists with other college access programs such as financial aid workshops, CollegeDay Tours and the College Academy.**

**This position will work partially with Sonoma County schools and students.**

**Essential Functions:**

- Develop and deliver curriculum, support and training to students participating in 10,000 Degrees early college awareness and partnership programs;
- Maintain excellent relationships with school -personnel, community partners and program participants and families thru meetings, workshops and online communities;
- Provide guidance, advocacy and assistance to students and their families regarding college planning and financial aid;
- Represent 10,000 Degrees at relevant school and community meetings; make presentations and answer questions about programs and services;
- Maintain data, up-to-date and accurate files and generate program reports for analysis;
- Assist with program evaluation;
- Some local travel required;
- Any other assigned duties.

**Experience and Skills Required:**

- BA/BS required.
- Bilingual in Spanish and English
- Minimum 2 years experience working with high school students, diverse communities, and/or underserved populations in an educationally related field.
- Expertise in college access programs for students traditionally underrepresented in higher education.
- Commitment to 10,000 Degrees mission, values and goals.
- Excellent presentation and communication skills
- Strong administrative and organizational skills.
- Proficiency in Microsoft Word and Excel is desirable.
- Demonstrate enthusiasm, impeccable judgment and initiative.

**Classification:**               Full-time, Salaried, Exempt

**Normal daily hours:**       37.5 hours/week, 9 AM to 5 PM – with some evening and weekend hours.