ASSISTANT DIRECTOR OF GET2COLLEGE AND OUTREACH

Get2College (G2C) is a program of the Mississippi non-profit Woodward Hines Education Foundation. Our staff is comprised of college admission, financial aid, and counseling experts. We help navigate the process of preparing for, applying to, paying for, and enrolling in college. We serve Mississippi students, parents, high school counselors, teachers, administrators, and community partners. We particularly aim to help underserved students who often face barriers for college success.

POSITION SUMMARY:
This position provides counseling, advisement, and general college planning information to Get2College Center visitors, clients, students, parents, and/or educators. Presents activities and information related to vision development, skills assessment, career choice, college selection, and financial aid.

LOCATION:
Jackson, MS

EDUCATION:
Bachelor’s degree in counseling or education or related field with one year experience in counseling, education or related field; or an equivalent combination of education and experience.

JOB DUTIES:
Job duties include, but are not limited to:

- Presents workshops and activities related to college and career planning to audiences in the Get2College Center service areas.
- Assess counseling needs of clients and provide services by directing them to the appropriate internal or external resources.
- Assist clients in completing applications for admission and financial aid, serving as the client’s advocate to college representatives when necessary.
- Provide information and advice by phone and email about colleges, careers, financial aid, and other issues related to college planning.
- Keep accurate, detailed records of all services rendered.
- Serves as coordinator for center projects when asked such as pilot programs, FAFSA volunteer program, data coordinator, etc.
- Develops and champions a solid understanding of the Foundation’s core values and purposes in order to act as an ambassador of the Foundation.
- Assists the Director in strategic planning for the Get2College Center.
COMPETENCIES/ATTRIBUTES
The successful candidate should possess the following:

• Strong communication, interpersonal and organizational skills, both oral and written.
• Familiarity of the issues of college access and success.
• Ability to present clear and accurate information to small and large groups of various populations.
• Ability to effectively work with diverse constituencies in a large, fast-paced professional work environment.
• Represent G2C in a professional and positive manner.
• Knowledge of and experience with computer systems, programs, and applications
• Ability to work independently and develop project timelines and associated tasks to be completed.

OUR VISION AND MISSION:
In order for our foundation to succeed, all our positions and the people who occupy them are bound by our mission and driven by our vision.

The mission of Woodward Hines Education Foundation is to help more Mississippians obtain postsecondary credentials, college certificates, and degrees that lead to meaningful employment.

We envision a Mississippi where all people can secure the training and education beyond high school that will allow them to enhance their quality of life, strengthen their communities, and contribute to a vibrant and prosperous future for our state.

Please submit a cover letter and resume:

Get2College Center
Attn: Brian Thomas
2616 Lakeward Drive
Jackson, MS 39216

OR

bthomas@get2college.org