OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

# Work Study Job Description

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| **Job Title** | Counselor Assistant |
| **Department Name** | College of Education |
| **Job Location** | |
| **Pay Rate** | $10 - $10 |
| **Employment Period** | Academic Year |
| **Hours Per Week** | 19 hrs/wk |
| **Contact Supervisor** | Jessica Hunnicutt |
| **Phone Number** | 206-685-8381 |
| **Email Address** | hunnij@uw.edu |
| **Website** | |
| **Box Number** | 352800 |

| **Nature of Organization** |
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| During the 2013-2014 school year, the Dream Project will be placing up to 17 college student mentors in up to eight partner high schools and/or middle schools to serve as Counselor Assistants for 10 to 20 hours per week per high school / middle school per intern. These interns will assist and deepen the work of the current Dream Project model and support counselors in targeting and supporting high school and middle school students with multiple college readiness indicators. |
| **Duties and Responsibilities** |

o Assist counselor with case management as it pertains to absenteeism and tardiness
o Provide SAT/ACT/COMPASS sign-up support
o Act as Dream Project liaison
o Implementation of High School & Beyond plans
o Collect and manage data
? Use applicable resources (DreamSIS, district data systems, etc.) to provide case management
o Hosting and facilitating workshops focused on middle school to high school transition (if applicable)
? GPA's
? Credit
? requirements
o Hosting and facilitating workshops about higher education and the process of applying
? Educating students on the courses required to be on track to enroll in a 4-year institution and assisting students with creating individualized plans for HS course registration
? Working with 9th and 10th graders to identify extra curricular activities, job opportunities and other community involvement in order to support their postsecondary goals
? Identify students who trigger early warning indicators and locate resources to put students back on track to enroll in a post secondary institution and prevent students from needing to take remedial classes in high school and college
? Provide workshops and one-on-one informational sessions to support students' understanding various admissions criteria at a postsecondary institutions; Using that knowledge to identify a reach, solid, and safety school
? Support in completing college applications and writing personal statements
? Understanding different types and aspects of financial aid. Provide increased support to College Bound and HB 1079 students
? Connecting graduating seniors with resources at their post secondary institution to ensure college persistence
? conduct parent information sessions around college knowledge and readiness
o Assist in outreach to the high school students

**Minimum Qualifications**

• CA's will be current UW undergraduate students that will have been Dream Project Mentors for a minimum of 3 Qtrs.
• Flexible schedule permissible - some nights and weekend meetings are required.

• Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.

Travel
Counseling assistants will work on-site at numerous high schools in the south King County region. Some of those schools are located close enough to the UW that CAs will be required to take the Metro to those locations. For locations outside of a 30-45 minute bus ride, University vehicles (UCars) will be provided for CAs for traveling to and from their work locations.

**Educational Benefits**

• understanding the implementation of a federal Department of Education grant
• learning about effective data collection tools for educational and evaluation purposes
• learning more about high school and middle school education policies
• shadowing school staff, including teachers, counselors and administrators in their day-to-day jobs

**How to Apply**

Submit cover letter and Fall class schedule with resume to hunnij@uw.edu.

Job Number: EDUC02 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program: State