



**MENTORING TO ACCESS CORPS AMERICORPS PROGRAM  
2015-2016 POSITION DESCRIPTION  
CAMPUS BASED MEMBERS**

**Summary:**

Campus AmeriCorps member(s) with the Mentoring to Access Corps (MAC) will act as mentors/coaches to 63 high school youth in grades 9-12 to help them consider, plan for, and prepare for postsecondary education. A MAC AmeriCorps member will commit to 1700 hours (approximately 35-40 hours per week) over a year of service. Successful candidates will be passionate about creating equitable opportunities and addressing barriers for all youth to attend college.

**This MAC AmeriCorps position will serve with Central Michigan University-Upward Bound program at Detroit Collegiate Preparatory High School at Northwestern.** The position requires supervision of students in a traditional high school environment, but is not limited to one-on-one interactions, small groups, academic support, and living-learning communities during the summer academy. Supervision is performed during the academic school year and summer.

**Member Responsibilities/Activities:**

1. Provide direct service to a minimum of 63 high school students and interact with families in partner high school serving 9-12 grade youth to provide relevant information about postsecondary education opportunities/admission, life skills, financial aid and academic/career planning resources.
2. Organize at least three pre-college programming activities that encourage high school students and their families to consider, plan for, and apply to college.
3. Recruit, train, and support 10 college students as College Positive Volunteers (CPVs) to assist with college positive activities and organize a college visit for program participants.
4. Plan a minimum of one campus visit to expose high school students to various postsecondary education options; campus visit should include assistance of a minimum of 10 CPVs.
5. Plan and implement at least one community service project involving high school students, with emphasis on projects during national days of service (e.g. Global Youth Service Day, MLK Day of Service, and National AmeriCorps Week).
6. Establish productive working relationships across the host/partner campus (e.g. admissions, financial aid, and academic departments) and with high school principals, counselors, teachers, and other community-based college access professionals.
7. Communicate with current students/parents and alumni via social media, student clearinghouse, text messaging, phone calls, mailers, and face-to-face contact.
8. Members will assist with 1:1 tutoring, implement student individual plans, record student progress, maintain knowledge of student schedules and assess academic barriers.
9. Assist the Academic Advisor in planning/implementing monthly programming, including parent/student meetings, College Goal Saturday, and other events. In addition, work on monthly workshops; presenting, educating, and informing students of specific topics chosen.
10. Participate in staff meetings, complete program/summer registration forms and reports and assist with duties related to the Program Closing Ceremony.



11. Provide college access resources and information to mentoring-based MAC AmeriCorps members.

**Summer Academy Component**

- Assist Academic Advisor and instructors as needed.
- Manage tutoring labs and individual tutoring sessions.
- Attend daily staff meetings, fieldtrips and ALL additional activities.
- Provide instruction for College Readiness Course during 6-week program.
- Conduct daily supervision, monitoring and evaluation of program participants.
- Monitor and maintain student attendance roster and progress in **ALL** Summer Academy Courses.

**Schedule**

- Calendar dates follow an academic calendar and includes a summer component and some weekends.
- A three-week (3) summer residential component on the campus of Central Michigan University is required for this position. Room and board is included in this portion of the program.

**Supervisors:**

Central Michigan University-Upward Bound Program Director  
Mentoring to Access Corps AmeriCorps Program Manager

**Required Qualifications:**

- Some college experience, Bachelor’s degree preferred with career focus in one of the following areas: secondary School Teaching/Education, Counseling/Social Work, Sociology, Psychology, Non-profit Management, Grant Writing, and Budget Development
- Prior experience serving youth and volunteers
- Excellent oral and written communication skills
- Possession of valid driver’s license
- Possession of documentation of citizenship or lawful permanent resident alien status of the U. S.
- Willingness to submit to a comprehensive criminal history check, including an FBI fingerprint check

**Benefits:**

- An annual living allowance of \$12,530 (pre-tax);
- Standard AmeriCorps member health care coverage;
- Income-eligible childcare assistance;
- Ongoing professional development and networking opportunities;
- Participation in a statewide project dedicated to building the future of Michigan’s youth;
- Education Award of \$5,730 to pay for college, graduate school, or to pay back qualified student loans (pending completion of a minimum 1700 hours of service over a 12 month period);
- Forbearance on qualified student loans.

**To Apply Send Resume, Cover Letter and Complete Transcript to (email preferred):**

***CMU-UPWARD BOUND PROGRAM***

**Attention:** Ms. Primavera Jimenez, Director  
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Mount Pleasant, MI 48859 or Jimen1pe@cmich.edu