

COLLEGE NOW GREATER CLEVELAND

POSITION DESCRIPTION

POSITION TITLE:	Higher Education Compact of Greater Cleveland Fellow
STATUS:	Non-Exempt
STANDARD HOURS:	20 hours / week
REPORTS TO:	Higher Education of Greater Cleveland Program Director and Cleveland Metropolitan School District Director of Career and College Readiness
ASSIGNED TO:	Higher Education Compact

Position Summary:

The Higher Education Compact Fellowship provides an opportunity for promising professionals to work inside a collective impact initiative, a collaborative that plays a vital role in promoting and supporting increased educational attainment for students in Greater Cleveland. The Fellowship is a one-year, part-time (20 hours per week) commitment beginning in Fall 2015, requiring residence in Northeast Ohio and enrollment in a graduate degree program during the term of engagement. Housed at College Now, the Higher Education Compact of Greater Cleveland (the Compact) is a high-profile community initiative comprised of a network of 17 colleges and universities and more than 25 Greater Cleveland community organizations focused on increasing college readiness, college access and college persistence among Cleveland students. The Fellowship experience will be tailored to the Compact's needs and will include a wide range of substantive assignments including but not limited to:

Essential Functions Higher Education Compact:

- Coordination of initiatives in the Cleveland schools including College Application Month and FAFSA Completion campaigns
- Researching national best practices and documenting the Compact's achievements since its launch in 2011
- Community outreach – Assist Program Director with community outreach efforts
- Event planning/logistics – Assist with facilitating the planning and execution of HEC-sponsored events
- Collaborate with HEC partners on relationship management, including interacting with senior level leadership in the Cleveland school district, area foundations, Mayor's office and colleges/universities requiring high levels of professionalism
- Assist with other administrative duties as necessary, including scheduling meetings, composing correspondence, copying, filing, and other administrative duties as assigned.

Qualifications

- Experience in a professional environment with Microsoft Office software, i.e., Word, Excel, PowerPoint is required
- Strong oral/written communication skills are required
- Strong organizational skills and effective time management skills are required
- Professionalism and strong customer service skills required

The Fellow will be an employee of College Now Greater Cleveland and work out of the College Now offices on a daily basis. College Now serves as the fiscal agent for the Compact. Successful candidates for this Fellowship will be enrolled in a graduate degree program and/or possess work experience in the nonprofit sector. A demonstrated desire to work in college access or the nonprofit sector is also important, as the Compact views the Fellowship to be a valuable early career opportunity.

About the Higher Education Compact of Greater Cleveland

The future prosperity of the Cleveland community depends on increasing higher education attainment. On average, a college graduate earns 1.8 times more than a high school graduate, translating into \$1 million more over a lifetime. Higher education rates correlate to lower crime rates and a more substantial tax base to pay for city services. In the city of Cleveland, just six percent of residents hold an associate degree and only fourteen percent hold a bachelor's degree, much lower than the rates for Ohio (36%) or the nation as a whole (39%). While the college going rate among graduates of the Cleveland Metropolitan School (CMSD) has risen significantly over the past five years from 52 to 61 percent, it has dipped back to 53% with college completion rates remaining persistently low. Only 17 percent of CMSD graduates who start college earn an associate degree in three years or a bachelor's degree in six years, compared to national averages of over 50 percent.

[The Higher Education Compact of Greater Cleveland](#) is a collaborative partnership among the City of Cleveland, the Cleveland Metropolitan School District, 17 colleges and universities, and more than 45 community organizations that seeks to remove the obstacles that prevent Cleveland youth from going to and succeeding in college. Launched in 2011 by Mayor Frank G. Jackson, the Compact's goal is to align the efforts of member organizations to best use limited precious resources and increase the city's number of college graduates.

Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."

College Now Greater Cleveland, founded in 1966, is the nation's oldest college access program and Ohio's largest. College Now has evolved from providing college access guidance to Cleveland's public schools into a multi-program, strategically collaborative service agency reaching more than 23,000 students from more than 200 Northeast Ohio schools, community and business venues and from our downtown Cleveland Resource Center. College Now's mission is to increase college attainment through college access and college success advising; financial aid counseling; and scholarship and retention services. We envision a future in which all members of our community will have the support they need to successfully complete their postsecondary education, lead more satisfying and productive lives and contribute to the region's economic vitality.

To be considered for the Fellowship, each candidate must submit a cover letter, a detailed resume and a letter of recommendation. Please also indicate how you learned of the position. These materials should be combined into one pdf document for submission and are due no later than **September 25, 2015**. A Fellow will be selected by October 2015.

Send letter of interest to:
College Now Greater Cleveland
careers@collegenowgc.org