

**10,000 Degrees**  
Job Description

**POSITION:** College Advisor, Sonoma County

10,000 Degrees believes everyone should have a chance at college. We advocate for equal educational opportunity and support students in need to successfully access, pursue and complete higher education. Now in our 30<sup>th</sup> year, it is an exciting time for 10,000 Degrees as we are expanding into new communities, providing more programs, and serving more students and their families than ever before.

**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 10KD Institute and Mentoring as well as providing college and financial aid counseling to local students and families. The College Advisor also assists students with other college access programs and conducts College Day tours and workshops for students and parents. The College Advisor hired for this position will be based in Sonoma County and will represent both 10,000 Degrees and Scholarship Sonoma County.**

**Essential Functions:**

- Develop and deliver curriculum, support and training to students participating in 10,000 Degrees' early college awareness and partnership programs;
- Maintain regular contact with assigned cohort of students and mentors, including regular campus visits;
- Maintain excellent relationships with school personnel, community partners and program participants as well as families through meetings, workshops and online communities;
- Provide guidance and assistance to students and their families regarding college planning and financial aid;
- Represent 10,000 Degrees and Scholarship Sonoma County at relevant school and community meetings;
- Make presentations and answer questions about programs and services;
- Maintain up-to-date, accurate files and data and generate program reports for analysis;
- Assist with program evaluation;
- Travel within Sonoma County, and occasionally to San Rafael as required; and
- 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.
- Experience in financial aid and/or college advising is desirable.
- Commitment to 10,000 Degrees and Scholarship Sonoma County's mission, values and goals.
- Excellent presentation and communication skills.
- Strong administrative and organizational skills.
- Proficiency in Microsoft Word and Excel.
- Demonstrate enthusiasm, impeccable judgment and initiative.
- History of working effectively as part of a team.

**Classification:** Full-time, Salaried, Exempt  
Some evening and weekend hours

**Inquiries:** [jobs@10000degrees.org](mailto:jobs@10000degrees.org)