



POSITION DESCRIPTION

JOB TITLE: Program Planning Assistants Job Class:	
DATE	Chief Academic Office College Access Centers
Pay Schedule:	Pay Range:
FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt	
Management Approval:	
POSITION SUMMARY and PURPOSE: Oversees the day to day operations of Milwaukee Public School's (MPS) College Access Centers, for MPS and non-MPS students. Advises students on college applications, scholarships, financial aid and career planning.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Oversees the activities of the College Access Centers (CAC). Develops programming for presentations to students in grades six through twelve to outline the options the CAC can provide.
2. Assists students with all aspects of college applications: prep for the college entrance exams, identifying funding sources through financial aid and scholarships, completing applications, submitting transcripts and letters of recommendation and writing essays. Provides college application fee waivers for those who qualify.
3. Assists students with identifying options for future careers that might not include a four-year college degree.
4. Provides leadership and guidance to students and serves as a liaison between the students and the institutions of higher learning. Ensures the students get the information they need.
5. Presents workshops and develops presentations on CAC activities. Speaks publicly on behalf of the College Access programming.
6. Maintains open communication with school-based counselors and college personnel.
7. Assists students with resume writing and identifying pre-college work and educational opportunities.

8. Attends community and school athletic events to promote the work of the CACs and to encourage student participation.
9. Maintains CAC site data to include student demographic data, number of students, school locations and the type of services provided. Maintains data in Infinite Campus.
10. Coordinates the annual Fresh Coast Classic job fair for all MPS high school students.
11. Coordinates work with students with special needs to ensure they are given equal opportunities for post-high school options.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision is provided by the College Access Coordinator.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) prepare performance appraisal; (g) take or recommend disciplinary action with the approval of the Executive Director.

Coordinates the work of the part-time coordinators.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in education or a related field from an accredited college or university.

Experience Requirements

Minimum of one year of college/student advising experience.

Knowledge, Skills, and Abilities

Excellent oral and written communication, presentation and project management skills are essential. Skill at organizing resources and establishing priorities is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must be highly motivated, independent and highly organized. Demonstrated knowledge of college information, entrance requirements and financial aid materials. Experience in brand development, management and compliance. Knowledge and demonstrated application of Microsoft office related software. Must be able to work with a diverse group of individuals. An understanding of the school district structure, knowledge of district policies, protocols and strategic plan goals.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, travel to school sites and off campus activities.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.