



## **Job Description for College Planning**

Learning Leaders College Planning Program assists college-bound high school students in NYC public schools with the college and financial aid process. The College Planning Volunteer works a minimum of two hours per week, with, and under the direction of the school Guidance Counselor and interfaces with Learning Leaders' Director of College Planning. In some cases there are a limited number of placements with College Advisors in community based organizations (CBOs).

College Planning Volunteer responsibilities may include:

- Providing support to the school or CBO guidance/college counselor
- Providing administrative support to the guidance/CBO office
- Providing direct assistance to students
- Assisting students in developing and writing their college application essay
- Supporting students in identifying colleges and career paths, if appropriate
- Guiding students through the financial aid application process
- Helping students gather information they need to complete the college and financial aid applications
- Making classroom presentations if appropriate
- Interfacing with other school/CBO personnel and faculty when necessary

College Planning Volunteers are required to attend two training sessions which focus on the college and financial aid process, including:

- Information about the State University of New York (SUNY) and City University of New York (CUNY)
- Working with special populations including opportunity programs
- Preparing college admission applications
- Understanding the role of being a volunteer

Volunteers are encouraged to use the Learning Leaders College Planning Guide which provides resources in the following areas:

- College programs for students still in high school
- College resources and information about types of colleges and post-secondary schools
- Useful college terminology and acronyms
- College planning calendars for juniors and seniors
- Suggestions for the college application essay
- Financial aid information
- Listing of community resources
- Comprehensive list of college related websites

Additionally, volunteers are invited to attend refresher trainings offered during the school year, attend updated information sessions hosted by CUNY and SUNY, workshops on Financial Aid, and other professional development opportunities. Volunteers and College Advisors receive weekly emails containing relevant college related information that can be used with students.