

## **Marshall Scholars Program FAFSA Advisor**

The Marshall Education Foundation is seeking an organized self-starter to fill its part-time contract position for a FAFSA Advisor. The successful candidate will assist Marshall County high school students (along with their parents) and others in completing the Free Application for Federal Student Aid.

Contract term: July 2019 – May 2020

Location: Marshall County high schools and other locations (by mutual agreement) to meet with students and parents

Responsibilities:

- Attend two FAFSA trainings during the first year on the job.
- Attend College Fairs and FAFSA nights at each of the Marshall County high schools.
- Attend TN Promise meetings
- Schedule at least one visit per high school in November and one in December (either cafeteria visit or senior meeting) in coordination with the respective high school guidance counselor
- Create at least one public relations item per month to promote program (newspaper, radio talk show, etc.)
- Create monthly status report based on the criteria required for compensation as well as the results obtained to date
- Create attractive summary report upon completion of the program to provide donors
- Keep detailed records of all correspondence with students, parents, counselors, and schools including dates, times, and summary of the outcome of the interaction.

Qualifications:

1. Public speaking ease/experience
2. Excellent organizational skills
3. Competency in all Microsoft Office applications
4. Experience/training on FAFSA; willing to attend FAFSA training sessions as requested
5. Verified record of punctuality and attendance

Compensation Schedule:

\$50	per FAFSA training, depending on the length of the training
\$40	per high school visit in September/October, including pre-scheduled visits to senior meetings
\$80	College Night (countywide)
\$50	TN Promise Meeting
\$40	per Financial Aid Night at each high school
\$40	attending MEF meetings (2-3)
\$75	per FAFSA completed

Compensation for travel and other administrative work. Travel will be reimbursed at the state rate of \$.53 per mile from the home office (Columbia State Community College, Lewisburg Campus).