



# Service Descriptions

Admission Possible is a nonprofit organization dedicated to helping low-income young people in the Twin Cities gain admission to college. We identify students with the motivation and potential for college, and then provide them with (1) ACT/SAT test preparation; (2) intensive assistance in the college application process; (3) aid in the financial aid application process; and (4) guidance in transition to college. Admission Possible is an AmeriCorps organization; AmeriCorps\*State and AmeriCorps\*VISTA are both national service programs similar to the Peace Corps. All available jobs detailed below are AmeriCorps positions.

## I. Position Summaries

### A. AmeriCorps Coach-----

Serve as Admission Possible representative in a Minneapolis, St. Paul, or Robbinsdale public high school. Work directly with juniors providing ACT/SAT preparation sessions and working with students on an individual basis providing guidance and subject specific assistance. Work with seniors on an individual basis completing the college application process including: essay writing, applications for admission, scholarships, and the FAFSA. Works with Program Team.

### B. Workshop/Volunteer AmeriCorps Member-----

Work with Admission Possible high schools to coordinate 9th- and 10th-grade workshops; help conceive and organize 2 program wide community service days for Admission Possible students. Additional responsibilities include, but are not limited to, serving as lead substitute in junior and senior class sessions and leading annual student recruitment efforts. Works with Program Team.

### C. Alumni AmeriCorps Member-----

Serve as a liaison for Admission Possible alumni as they transition from high school into college. Maintain communication and track alums in college. Help link students to university student service departments within various campuses and plan on- and off-campus events for alums. Recruit Admission Possible alumni to volunteer at events and visit senior classrooms. Works with Program Team.

### D. Events AmeriCorps Member-----

Organize Admission Possible campus visits; develop relationships with campuses across country; organize program wide kick-off event and graduation ceremony, 4 practice ACT exams, and other outside events. Works with Program Team.

### E. Communications VISTA-----

Help enhance website and support the production of a quarterly newsletter and annual report. Examples include: updating website; soliciting and writing newsletter articles; helping to support creation of annual report; taking and utilizing photos for marketing purposes. Works with Development and Communications Team.

## F. Resource VISTA-----

Help maintain a fundraising system and infrastructure and obtain in-kind donations. Examples include: entering database updates; compiling, sending and tracking grant proposals and reports; soliciting in-kind donations from area businesses; conducting donor research. Works with Development and Communications Team.

## II. Required Skills

College degree required. Strong interest in education, youth work, social services, or related fields. Ability to work well with diverse types of people. Eagerness to help disadvantaged young people improve themselves; commitment to public service; strong leadership skills. Excellent communication skills; outstanding organization and time management skills. Ability to multitask and handle potentially stressful situations calmly and appropriately. Ability to work independently and with others. Energy and creativity in working with young people. Strong commitment to public service and social justice. Access to reliable transportation required. Teaching experience, college admissions knowledge, background in nonprofits, business or communications strongly desired (depending on position interest). High school diploma required to serve in a position as a tutor.

## III. Compensation

Compensation includes a living allowance, health insurance and an Education Award that can be used to repay students loans or for future education expenses. Student loans may be deferred—10-month (September 2007 to June 2008) or 12-month (August 2007 to August 2008) commitment required (depending on position).

### Application Completion Requirements

- Resume
- College transcript
- Cover letter
- Dialogue\*
- Application

\* Must be completed prior to the appropriate deadline, as part of a complete application. Please see the application on our website for more details.

**February 28:** Priority Application Deadline\*\*

**March 26:** Final Application Deadline

\*\*By applying before the priority deadline, applicants will hear back from Admission Possible at an earlier date and will be eligible for first choice of presented interview dates.

#### Mail to:

Admission Possible

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Web: [www.AdmissionPossible.org](http://www.AdmissionPossible.org)

Check our website beginning January 15, 2007 for more information regarding the application process.

*AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation.*