

PRE-COLLEGIATE PROGRAM FACILITATOR

Essential Job Functions

Job Function	Percentage of Time
Communicate expectations and provide on-going feedback and support to existing pre-collegiate program sites, to include regular site visits and contact with instructors, guidance counselors, and principals	50%
Recruit new pre-collegiate program sites and assist in all aspects of site establishment and program implementation, to include instructor preparation and student recruitment	20%
Participate in all pre-collegiate program marketing and development activities	10%
Assist with the development and execution of pre-collegiate instructor and student conferences, college days, career events, etc.	10%
Assist the College Partners with planning and program site support	5%
Performs other related duties as requested	5%

Major Responsibilities

- Provide support to pre-collegiate sites by visiting assigned sites, working with educators and students, and completing correspondences and reports, as needed.
- Work with College Partners in planning and site support.
- Develop contacts with school guidance counselors and principals by arranging meetings with them during site visits.
- Serve as a CERRA representative at receptions, meetings, workshops, regional college days, local forums, workshops, and conferences, as requested.
- Plan and carry out conferences for students, working in collaboration with partner colleges and universities.
- Attend career days and educational opportunity days, as requested.
- Make presentations to CERRA stakeholders, as requested.
- Assist in publishing the College Financial Newsletter, as needed.
- Work with staff involved in evaluating the programs to facilitate the research and evaluation process.
- Participate in staff meetings held at CERRA's office in Rock Hill and other announced locations across the state, periodically.