

PRE-COLLEGIATE PROGRAM FACILITATOR

Major Responsibilities

- Provide support to pre-collegiate sites by visiting assigned sites, working with educators by phone, 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 the 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 researchers involved in evaluating the programs to facilitate the research and evaluation process
- Participate in staff meetings held at CERRA's office in Rock Hill