



## Cincinnati Youth Collaborative

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Regional Coordinator, 12-month contract
<b>STATUS:</b>	Non-Exempt
<b>STANDARD HOURS:</b>	8 hours per day; hours vary depending on school schedule and program needs
<b>REPORTS TO:</b>	Director of College Access and Success/Ohio Department of Higher Education

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#### Position Summary:

The Ohio General Assembly appropriated funds in FY25 towards FAFSA support teams to support public schools with FAFSA completion and college access programming via Section 3333.303 of the Ohio Revised Code. As required by law, ODHE has identified the five regions and a community-based organization (CBO) to serve as the fiscal agent for each region. Cincinnati Youth Collaborative will contract with a Regional Coordinator with the following functions. The Regional Coordinator's role is to coordinate the region's FAFSA support team, which consists of the following entities: K-12 school districts (districts), institutions of higher education (IHEs), CBOs, Education Service Centers (ESCs), and ODHE. The Regional Coordinator will help recruit the team members of the region and organize the convening of the FAFSA support team. Furthermore, ten high schools will be identified in the southwest region to receive intensive services to increase FAFSA completion. The Regional Coordinator will serve as an ODHE contact for the region and will meet with ODHE on a regular basis. The Regional Coordinator will work with volunteers and stakeholders in efforts to increase the southwest region's FAFSA completion numbers.

#### Essential Functions:

- The Regional Coordinator will work with CYC and ODHE to identify and recruit team members and regularly convene the FAFSA Support Team. The team will identify and discuss strategies to help increase FAFSA completion in CYC's designated counties. ODHE will also convene all Regional Coordinators on a periodic basis to discuss the status of the work.
- The Regional Coordinator will work with CYC and ODHE to identify 10 schools in the region. Once the 10 schools have been chosen and agree to be a part of the project, the Regional Coordinator will work with, visit, and support the high schools.
- There are two challenges that need to be completed and championed at each of the 10 Tier One schools:
  - (1) Increase the students' completion of the FAFSA
    - The Regional Coordinator will meet with students individually on completing the FAFSA.
    - The Regional Coordinator will plan and host, in conjunction with the district, a FAFSA completion event, which can also include workshops regarding the FAFSA and financial aid opportunities for students and families.
    - Every student is to be contact and asked to either complete the FAFSA or have a guardian sign a waiver declining to completed the FAFSA.
  - (2) Plan and hold a Signing and Decision Day

- This is a celebratory event to be held at the end of the school year where students commit to a postsecondary plan.
  - Students are recognized and celebrated for the choice to pursue a quality post-high school plan.
- In addition to working with the 10 identified tier one high schools, the Regional Coordinator will serve all remaining schools in CYC's designated counties via the following ways:
  - Work with the high schools in the region to register for ODHE's 3 To Get Ready, 4 to Go!! Campaign. The campaign provides trinkets to the high schools to distribute to students if they complete a FAFSA and/or apply to a postsecondary entity.
  - Provide high schools with scholarship and postsecondary resources to pass along to students.
  - Encourage schools to host financial aid and postsecondary application events.
  - Track all services by accurately entering demographic information, contacts, and notes. Adhere to strict confidentiality in student record keeping.
  - Refer students to other services, such as school counselors, school staff, college departments, and other agencies for assistance in areas outside of CYC's responsibilities, if deemed necessary.
- The Regional Coordinator will attend all necessary trainings, specifically related to a line-by-line training on completing the FAFSA in order to assist students in completing the FAFSA.
- Perform other duties as assigned, specifically related to CYC's policies and procedures.

## **QUALIFICATIONS**

The Regional Coordinator must have a bachelor's degree, experience working with adolescents, and strong communication and interpersonal skills. Teaching certificate and/or experience a plus. Must be able to work autonomously and in a team environment with a collaborative focus. Must be comfortable using a laptop computer, familiar with use of the internet, as well as Microsoft Office (Word, Excel, Outlook), and must be able to enter data in a student database/tracker. Must be willing to work occasional evening and weekend hours. Must be able to provide own transportation to multiple locations. Must be able to carry up to 10 pounds daily, consisting of a laptop computer, printer, and other advising materials.

*Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."*

CYC is an Equal Opportunity Employer

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