**Position Title**: HYSP ACT Ready Coordinator
**Department**: Help Yourself Programs
**Work Location**: Beloit College Campus/Beloit Memorial High School
**Hourly Rate**: 
**Supervisor**: Regina Hendrix
**Account Number**: 

**Do multiple individuals hold this position at one time?**  ☑ Yes  ☐ No

**Number of positions available**: 2

**Work Schedule**
A student in this position can expect to work 3 - 5 hours per day, 10 hours per week.

The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☑ any day of the week.

Hours are available during the following times of the day: **Afterschool hours (after 3:30 PM) and some Saturday mornings**.

**Department/Position Overview**
ACT Ready is a collaborative project, led by Beloit College pre-college staff, to provide 40 high school juniors and seniors with intensive, ongoing ACT preparation and support to develop test-taking strategies, confidence and knowledge to raise individual ACT scores. Bringing together four youth organizations, ACT Ready will motivate and engage first-generation, low-income and minority students with strategic workshops, one-on-one assistance, practice tests and incentives.

ACT Ready Coordinators will provide training and support for ACT Ready Mentors and will plan and facilitate monthly workshops on text anxiety, ACT anxiety, college preparation and teambuilding. Coordinators should be near completion of a bachelor's degree with a minimum of 3.0 GPA, as they will oversee the five Program Mentors.

**More Detailed Information Available**
www.beloit.edu/helpyourself/actready
Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone.

☒ Conform to an established work schedule; reliably work set hours as assigned.

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information.

☐ Run errands on and/or off campus, including campus mail pick-up and delivery.

☐ Perform light cleaning, departmental organization, and upkeep as required.

☒ Work efficiently and accurately without immediate supervision.

☒ Oversee daily operations of the ACT Ready program at Beloit Memorial High School and on the Beloit College campus.

☒ Administer assessment process, pre-testing and post-testing of the 40 participants.

☒ Maintain communication between administrators and Mentors/participants about reaching benchmarks, budget, grant compliance and any concerns that arise.

☒ Prepare content for mailings and participant communication; maintain ACT Ready website and social media.

☒ Provide training and support for eight ACT Ready Mentors who work one-on-one with the 40 participants.

☒ Plan and facilitate monthly workshops on text anxiety, ACT anxiety, college preparation and teambuilding.

☒ Plan and facilitate college visits and social activities.

☒ Provide supervision in computer labs for Techs and students.

☒ Work with Help Yourself secretary to coordinate logistics for rooms, transportation and food for all events.

☒ Assist Mentors and participants in the ACT registration process.

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing.

☒ Detail oriented with strong organizational skills.

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Experience working with diverse populations, Leadership experience, 2-3 years of experience working with high school students and college preparation, Experience in event planning and/or experiential learning background.

☒ Near completion of bachelor's degree and a 3.0 GPA or higher.

☒ Able to motivate and encourage young people to access higher education.

☒ A Driver's License with a good driving record.

☒ Strong test-taking skills and knowledge of test-taking strategies, with confidence in reading, writing, social studies, math science and other ACT-related areas.