



Description of Roles at Partner Colleges

To have a mutually beneficial partnership, we ask Partner Colleges to assign people to the following roles to work with us.

Primary Relationship Manager

Overlooks partnership and is the main point of contact at the university. This person is normally on the leadership or President's team. He or she:

- Manages communications with TheDream.US;
- Coordinates and attends an annual meeting of Partner College and TheDream.US staff to review the progress and success of the Scholars and Partnership;
- Coordinates with Partner College staff involved in coordinating the partnership programs and activities;
- Ensures that Partner College shares enrollment, performance, persistence, and graduation data with TheDream.US as requested; and
- Identifies the other people who will serve on the other roles described below.

Scholar Advisor

Provides college advising using a one-stop, case management approach to effectively guide TheDream.US Scholars through all aspects of their college careers. TheDream.US Scholar Advisor will:

- Provide pre-enrollment advising services to help the Scholar transition smoothly to the college environment
- Ensure Scholar enrolls full-time in a career ready associate or bachelor degree program
- Complete an intake assessment and assist the Scholar in developing an individualized education plan with goals for degree completion. This plan should address any barriers to college success
- Meet with the Scholar for a mid-term check-in to review the Scholar's progress and to discuss any concerns or issues and develop a plan to address the same (as needed)
- Meet with the Scholar for an end-of-term check-in to review Scholar's progress against their education plan and make adjustments to said plan (as needed)

- Check-in with faculty and academic advisors to ensure early identification of any risks to college completion and make referrals to appropriate counseling services (as needed)
- Track the Scholar's academic progress and if extenuating circumstances impact either the Scholar's ability to maintain full-time enrollment or a 3.0 GPA work with the Scholar to develop a remediation plan, which may include, among other things, regular check-ins with the Advisor, and submit the plan to TheDream.US scholarship management provider for approval
- Serve as the primary resource for Scholars with questions related to their college experience and help Scholars access the college's available services related to social, financial, career, and health care needs.
- Help Scholars identify opportunities for student leadership, service-learning, peer mentoring, STEM and career enrichment
- For associate's degree Scholars who choose to pursue a bachelor's degree, provide assistance with transferring to a four-year college or university including the application process, placement test preparation, and applying for financial aid and scholarships

Financial Aid Advisor

Ensures that TheDream.US Scholarship is administered in accordance to the terms of our Memo of Understanding and provides help to our Scholars in Financial Aid matters. The Financial Aid Advisor:

- Works with both TheDream.US and ISTS, our scholarship administration partner, to confirm enrollment and ensure payment awards and refunds are made;
- Assists Scholars in accessing state, institutional, and private grants and scholarships to cover the full cost of attendance;
- Ensures that the amount of state or institutional aid to a Scholar is not limited or reduced by the Scholar's receipt of TheDream.US Scholarship Award, subject to federal and state laws and regulations; and
- Allows Scholars to access available on-campus employment.

Admissions Liaison

Supports and works with TheDream.US on the outreach and promotion of Scholarship. He or she will:

- Promote the Scholarship on the college website and in college's recruiting activities using content provided by *TheDream.US*
- Targets DREAMers during fall application outreach efforts (e.g., visiting local high schools, inviting DREAMers to regional receptions and campus preview, sending targeted mailings, hosting DREAMers on campus, etc.);

- Provides TheDream.US with information about Partner College that it can share in its networks;
- Promotes pre-college opportunities/programs to Scholars;
- Identifies a single point of contact in the admissions office who will track and support Scholars in the Partner College application process.

Media Liaison

Supports and works with TheDream.US on the outreach and promotion of Scholarship as requested by TheDream.US