



## **Description of Roles at Partner Colleges**

In order to support our Scholars in their college journey, 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 and will:

- 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 our 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 Scholars transition smoothly to the college environment;
- Ensure Scholars enroll full-time in an associate or bachelor's degree program;
- Assist Scholars in developing individualized education plans for degree completion, including addressing any financial or other barriers to college success;
- Meet with Scholars at the beginning of the term to review Scholars' progress against their plan and discuss any concerns or issues that need to be addressed;
- Meet with Scholars at end-of-term to review their progress against their plan and make any needed adjustments as needed;
- Check-in with faculty and academic advisors to ensure early identification of any risks to college completion and make referrals to appropriate support or counseling services;
- Track Scholars' academic progress and, if extenuating circumstances impact either a Scholar's ability to maintain full-time enrollment of 12 credits per term or a 2.5 cumulative GPA, work with the Scholar to develop a remediation plan which may include regular check-ins with the Advisor;

- 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;
- Assist Scholars who are transferring from a community college to a four-year college or university in navigating the process, including completing the application; and 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 will:

- Work with both TheDream.US and ISTS, our scholarship administration partner, to confirm enrollment and ensure payment awards and refunds are made;
- Assist Scholars in accessing state, institutional, and private grants and scholarships to cover the full cost of attendance;
- Ensure 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
- Allow Scholars to access available on-campus employment.

### **Admissions Liaison**

Supports and works with TheDream.US on the outreach and promotion of Scholarship. The Admissions Liaison will:

- Promote the Scholarship on the college website and in college's recruiting activities using content provided by *TheDream.US*
- Target 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.);
- Provide TheDream.US with information about Partner College that it can share in its networks;
- Promote pre-college opportunities/programs to Scholars;
- Identify 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

## **Mental Health Liaison**

Provides access to mental health counseling, support, referrals and resources to TheDream.US Scholars. The Mental Health Liaison will:

- Act as the main point of contact for Scholars seeking mental health services
- Will be listed on a Referral List that TheDream.US will use to connect a Scholar in need to on-campus or local mental health services
- May provide direct therapeutic services or connect Scholar with appropriate provider, as needed

An ideal candidate would someone who works in the Mental Health Counseling Center and is knowledgeable about mental health issues and on-campus or local resources.