



Description of Partner College Roles

To support our Scholars in their college and career journeys, we ask Partner Colleges to assign people to the following roles.

Primary Relationship Manager

Oversees our partnership and is the senior point of contact at the Partner College. This person is normally on the President's leadership team and will:

- Manage communications with TheDream.US;
- Coordinate and attend meetings of Partner College and TheDream.US staff to review Scholars' progress toward degree completion and how we can better partner together to support Scholars' college and career success;
- Identify and coordinate the work of the Partner College staff in the roles described below; and
- Ensure that Partner College shares enrollment, performance, persistence, and graduation data with TheDream.US as requested.

Scholar Advisor

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

- Conduct orientation for new incoming students (outlining roles, responsibilities and point people on-campus);
- Meet with each Scholar at least once per term to review their progress toward degree completion and help them develop a plan to address any issues;
- If a Scholar's GPA falls below a 2.5, they are not able to enroll in 12 credits, or they need a break in enrollment, work with the Scholar to develop a plan to stay on track to complete their degree;
- Serve as a hub for Scholars to access available services related to academic, financial, social, career, and health care needs and identify opportunities for student leadership, service-learning, peer mentoring, and career development; and
- Create opportunities for Scholars to connect as a community.

Financial Aid Advisor

Ensures that the Partner College manages the Scholarship in accordance with the Scholarship Program Guide and assists Scholars in accessing resources to help pay for their college education. The Financial Aid Advisor will:

- Work with TheDream.US and ISTS, our scholarship administration partner, to confirm enrollment and ensure award payments and refunds;
- Assist Scholars in accessing state, institutional, and private grants and scholarships to cover the full cost of attendance;



- Ensure that the Partner College does not reduce the amount of state or institutional aid to a Scholar as a result of their receipt of TheDream.US Scholarship Award, subject to federal and state laws and regulations.

Mental Health Liaison

Helps Scholars access mental health counseling, wellness supports, referrals, and resources. The Mental Health Liaison will:

- Function as the main point of contact for Scholars seeking mental health services and connects Scholars to on-campus or local mental health services;
- Provide therapeutic services or connect Scholar with appropriate provider, as needed; and
- Serves as a resource to others in the Counseling Services Center who are working with undocumented students.

Career Services Liaison

Supports undocumented students in launching their careers. This person generally works in the Career Services Center and is knowledgeable about career advising, including entrepreneurial careers, and:

- Is familiar with the career pathways and rights for undocumented students with and without work authorization;
- Serve as a resource to others in the Career Center who are working with undocumented students; and
- Work with our Scholars to provide relevant career counseling appropriate for their immigration status.

Admissions Liaison

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

- Provide TheDream.US with information about Partner College that it can share with its networks;
- Promote the Scholarship on the Partner College's website and recruiting activities using content provided by TheDream.US;
- Target undocumented students during fall application outreach efforts (e.g., visit local high schools, invite undocumented students to regional events, send targeted mailings, and host undocumented students on campus); and
- Track and support applicants through the TheDream.US' and Partner College's application and acceptance processes.

Media Liaison

- Support and work with TheDream.US on press releases, statements, and identifying spoke people from the Partner College to help promote the Scholarship program and advocate for education and career equity for undocumented students.