

Information

Mission Statement

Circle Match identifies driven students from low-income communities and empowers them to uplift their hometowns through the college application process and beyond.

How Does it Work?

Circle Match creates on-going high school partnerships where we supply advisors on a yearly basis. These advisors guide their cohort of students—usually around five students per high school—through the college application process. After receiving college advising, our students pay it forward, oftentimes becoming college advisors and ambassadors for college access in their high school community. As a feature of our grassroots college advising model, over 80% of our students pay it forward by becoming College Advisors with Circle Match.

We are currently working at 12 high schools in the US, 9 of which are in the New Jersey area, but as we plan to expand to more schools this upcoming calendar year, we need additional college advisors outside of our program to ensure our partner schools receive high-quality college advising services to their students. This is where you come in!

Why YOU Matter

Our advisors are passionate about giving back to their communities because Circle Match has been instrumental in their growth. Most appealing to them is the close-knit community they're able to build with their co-advisors and students. While YOU didn't go through the Circle Match program as a student, chances are you received similar aid from other college-access organizations such as HSF, Thrive Scholars, and more. As such, we are relying on students like YOU to join the Circle Match community and share the knowledge and resources you've gained to sustain our growth. YOU can become a central part of the growth of this organization and foster a collaborative community!

Further, we are constantly seeking new partner schools in the New York, Los Angeles, and New Jersey area to expand to. So, while you won't be working with your hometown high school, we will give priority to your school for any future partnerships should you recommend them as a good fit for the program. YOU have the power to make a direct impact in your community!

Position Description

A College Advisor provides 80 hours of peer-to-peer college essay support, edits, and feedback to a cohort of 5-6 students. You will be paired with at least one other advisor for the school you'll be

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working with. Since the students will be from a community similar and/or local to yours, you will also be tasked with building a close-knit community.

Note that this is an unpaid, volunteer position that should be no more than 4-6 hours per week (please note that this might change during our admissions cycle in the month of December). Advisors have the opportunity to engage with diverse perspectives, lead and manage a cohort of 4-6 students, and gain key skills such as program management, public speaking, conflict resolution, collaboration, and time management.

Below is an overview of the tasks that you will be completing **primarily virtually**:

- Attend onboarding and advisor training sessions hosted by the Circle Match staff
- Reviewing student college application material on an ongoing basis, ensuring the growth of each student
 - This includes assisting your students in applying for QuestBridge's College Prep Scholars Program their junior year and college applications their senior year
- Conduct weekly 1-on-1 or group meetings with your students
- Attend weekly meetings with your assigned Head Advisor, who you will report student progress and updates to
- Assist your students with signing up for SAT Prep, Circle Match info sessions, financial aid workshops, and any Circle Match related events
- Organize two hometowns (in-person, cohort-building meetings) with your students, one before their senior year and one after their senior year (before they enter college)
- Organize college tours for your students with the assistance of the Circle Match staff
- Establish a personal relationship with each of your students, ensuring they feel well supported academically and emotionally

Below is a **brief** timeline of this position to give you an idea of what this role will look like over the course of your tenure:

- December 2025 - January 2026:
 - Conduct interviews (alongside Circle Match staff) with students who are selected to move on for your assigned high school
- January 2026 - March 2026:
 - Aid your students in applying for QuestBridge's College Prep Scholars Program
- June 2026 - August 2026:
 - Organize "hometowns" with your students, which is where you'll be able to get together in-person to develop your inner-cohort community
- July 2026 - January 2027:

- Aid your students in applying to colleges
- January 2027 - May 2027:
 - Aid your students in any supplemental material, such as submitting college documents or scholarship applications
- May 1, 2027:
 - Guide your students in their college decision process
- June 2027 - August 2027:
 - Organize your final hometown, a celebration of your students' accomplishments and a warm send-off before they begin their first semester of college
- August 2027 - beyond:
 - Continue to support your students as they adjust to college

Qualifications

Note: if you do not meet all of the qualifications, but feel as if you would otherwise be a great fit for this position, we encourage you to still apply!

- Believing in the Circle Match mission and exemplifying the paying it forward tenant
- Interest in education equity and college accessibility
- Experience or interest in any of the following:
 - College advising
 - Tutoring
 - Mentoring
- Experience in mentorship and supporting college students
- Excellence verbal and written communication skills

Application

Basic Information

First Name:

Last Name:

Preferred First Name (if relevant):

Pronouns:

Hometown:

Current Occupation (if any):

High School:

High School Location:

High School Graduation Year:

Undergraduate College/University:

Expected Graduation Year:

Field(s) of Study:

What universities did you apply to for undergrad?

What universities/special programs were you admitted to?

What college-access organizations are you a part of?

Short Questions (200-words maximum for each question)

1. What experiences do you have with college advising? If you do not have experience with college advising, please share what experiences you have had working with students, and why you want to be a college advisor for students.
2. What experiences do you have with supporting, managing, and leading a team?
3. What is it about Circle Match that makes you want to join the team?
4. Is there anything else that you would like to share? (Optional)

We also ask that you provide Circle Match with your personal statement and at least one supplemental essay (up to two) that you wrote for your college applications. Our goal in asking for this is to see your writing style and get to know more about you! We also want to assess how fit you would be to provide college essay support to your students (note: we are not expecting expertise because we will provide you with training to best equip you to support your students effectively).

Submission Instructions

Once you have completed this application, we ask that you save this document as a Word Document and send it as a file to academics@circlematch.org alongside a copy of your **résumé**.