Job Title: TRIO Talent Search College Access Advisor

Location: Humboldt and/or Del Norte County

Wage: $18.00-$25.00 per hour depending on experience; hiring for Part-Time or Full-Time position. This is a Non-Exempt, 12-month position. For eligible positions, job offers a competitive benefits package including group health, dental, vision, and retirement (after one year of service with 1,000 hours in that year).

Project Name: Talent Search 16-21 (F3043)

Supervisor: Rose Francia, Talent Search Director

POSITION SUMMARY

Reporting to the Director of Educational Talent Search (ETS), College Access Academic Advisors (Advisors) collaborate with school personnel at assigned schools to meet grant objectives of the federally-funded ETS program and provide ETS services to high schools in the service area. Advisors recruit eligible program participants, deliver ETS curriculum and academic mentoring services to 6th-12th grade students and their families, and maintain confidential records and documentation on all services provided. They also assist with school sponsored events and Humboldt State University college access events. The advisor must be able to work occasional weekend and evening hours.

While continuation of this position is foreseen for years to come, this position is contingent on continued grant funding. This is not a state or federal position.

JOB FUNCTIONS

Recruit eligible ETS student participants in grades 6-12 at assigned schools
● Conduct recruitment presentations during the months of September, October, and May
● Distribute and collect completed ETS applications
● Mail or deliver completed ETS applications to the ETS Office Manager
● Meet one-on-one with new ETS participants to conduct an entry interview
● Mail or deliver completed interview forms to ETS Office Manager

Deliver student-centered ETS programming to student participants and their families
● Plan annual delivery of ETS services in coordination with personnel at assigned schools
● Maintain regular contact with school personnel and build positive relationships
● Plan, conduct, and evaluate workshops for ETS students (in all eligible grades at assigned schools) in each of the following subject areas: financial aid literacy, college preparation, study skills, and career exploration
● Conduct one-on-one and small group advising customized for individual ETS students
● Build and maintain trusting relationships with 6th-12th grade students from diverse backgrounds and personal circumstances
● Communicate with ETS students’ parents on a schedule appropriate for assigned school
● Coordinate and present workshops for ETS students’ parents on college readiness topics
● Assist ETS students with financial aid applications and ensure that 90% + of ETS seniors complete a FAFSA prior to end of calendar year
● Assist ETS students with scholarship applications
● Assist ETS students with post-secondary educational program applications and ensure that 80% + of ETS seniors apply to one or more post-secondary educational programs
● Educate ETS students about rigorous curriculum (A-G requirements) and ensure that 30%+ of ETS seniors graduate with A-G requirements fulfilled
● Oversee peer tutors and hold tutoring hours as needed by school site
● Assist with school sponsored college readiness activities such as Financial Aid Night, Back to School Nights, PTA meetings, College Fair, and other relevant community outreach events

Coordinate with ETS Office Manager to maintain up-to-date confidential participant files
● Provide Office Manager with all 1) evaluations of workshop and special events, 2) sign-in sheets for one-on-one advising and contacts, 3) end-of-year transcripts for all ETS students, 4) Student Aid Reports (SARs) for graduating seniors from assigned schools, 5) lists of all graduating seniors from assigned schools, 6) lists of graduating seniors from assigned schools completing rigorous curriculum (A-G fulfilled), 7) and other documentation as required
● Assure confidentiality of all sensitive student information

Other
● Attend staff meetings at HSU either in-person or via Skype
● Assist ETS participants in attending Humboldt State University and College of the Redwoods Outreach events including, but not limited to, POC Empowerment Day, American Indian College Motivation Day, and I’ve Been Admitted to College (IBAC)
● Attend relevant regional and local professional development conferences, workshops and seminars as needed

MINIMUM QUALIFICATIONS

Bachelor’s degree. Minimum one year of professional experience in student service work in high school or college. Master’s degree in a related field can substitute for one year of work experience. Must possess a valid California driver's license and reliable transportation.

PREFERRED QUALIFICATIONS

Professional experience working with Native and/or Latinx students. Bi-lingual or conversational Spanish. Experience preparing lesson plans in alignment with Common Core State Standards. Experience providing academic, career, college, and personal advising for middle and/or high school students. Experience facilitating workshops, presentations, and seminars to groups of students and parents. Knowledge of standardized test requirements, preparation practices, college entrance requirements, and application processes. Experience working with first-generation, low income, and other underrepresented potential college students. Personal experience in overcoming barriers similar to those of ETS students.

Application Instructions: To apply submit 1) Resume, 2) Cover Letter, 3) three professional references along with 4) the HSU SPF Employee Information Form for Applicants electronically to bd104@humboldt.edu If you have any questions regarding this position call Blaine Dzwonczyk at (707) 826-4791 or email at bd104@humboldt.edu.

Application review date: Initial review February 12th, 2020; position open until filled

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For assistance with the application process, please submit an Accommodation Request Form which can be found here or call the SPF Office Manager at (707) 826-5169.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.