Job Title: College Access Advisor

Location: Del Norte High School, Del Norte County

Project Name: GEAR UP HSU (F2985), TRiO

Supervisor: Director of GEAR UP

Wage: $18.00 - $24.00/per hour based on experience and qualifications. Position can be filled with Part-Time or Full-Time personnel, is considered non-exempt status, working either a 11 or 12-month school year. Generally, works Monday - Friday, with occasional weekend and evening hours depending on program needs.

POSITION SUMMARY: The College Access Academic Advisor’s primary objective is to significantly improve the Gear Up students’ academic performance through the delivery of a wide range of instructional support; including but not limited to: academic mentorship, instructional workshops, parent outreach, enrichment interventions, remediation, and coordinating supplemental events for participants in selected cohort. The Advisor will work closely with school personnel to meet the grant objectives of GEAR UP and will participate in planning, coordinating, and assisting with the execution of all assigned site activities. Advisor will maintain confidential records and documentation on all services provided.

ESSENTIAL FUNCTIONS OF THE JOB:

• Understand, support and work toward achieving stated goals outlined in Gear Up grant.
• Collaborate with teachers and school leaders to supplement activities and events that increase student academic success and support college readiness.
• Interact and communicate in a supportive, courteous, respectful, and professional manner with individuals and groups of varying ages and cultural background.
• Follow an annual calendar that aligns with the school site to prepare and conduct workshops and events.
• Encourage and support students to take rigorous college preparation courses available at their site.
• Assist students with skills necessary for improving academic performance standards and proficiency testing.
• Conduct cohort student needs assessments, review cohort student portfolios/academic plans, and track and monitor student academic progress on an ongoing basis.
• Conduct one-on-one or small group advising, provide appropriate counseling and academic advising to ensure that cohort students transition to the next grade level and graduate.
• Collaborate with school personnel to provide PSAT, ACT, and SAT College preparatory testing.
• Assist students and parents with college applications and choose a college that is well matched with the student’s social, academic, and financial needs.
• Develop a college-going culture within school systems and across communities to encourage students to enroll in post-secondary education.
• Develop curriculum and workshop materials that support Gear Up objectives for students, teachers, parents and community in the following subject areas including, but not limited to: financial aid, scholarships, college preparation, study skills, college search, college applications and career exploration.
• Attend and assist in school sponsored college readiness activities such as Financial Aid Night, Back to School Nights, PTA meetings, College Fair and other relevant school and community outreach events to engage parents.
• Guide students/educators/parents through web-based service platforms.
• Build on a student’s individual achievements, accomplishments, report problems, recognize barriers, and
identify solutions for students to proceed to college successfully and without the need for remediation.
• Document all student educational activities by tracking student services in the database, ensuring validate and relevant data is entered, and perform accurate, confidential record-keeping requirements for the Gear Up grant.
• Document and track all workshops, conferences, and events provided for schools, parents, and community; including but not limited to participant sign in sheets and evaluations.
• Attend and apply knowledge gained from relevant national, regional, and local professional development conferences, workshops, and seminars to meet program deliverables.
• Attend department staff meetings at Humboldt State University as assigned.
• Supervise and train on-site tutors as assigned.
• Adhere to school site rules, policies, and regulations.
• Perform other related functions as assigned by the supervisor.

MINIMUM QUALIFICATIONS

• Associate degree and two years professional experience in student service work in high school or college or Bachelor’s degree with a one-year professional experience in student service work in high school or college.
• Knowledge of college entrance requirements and application processes.
• Must possess a valid California driver's license and have reliable transportation.

Application Instructions: Qualified applicants should submit the following items via email to Project Director Sherri Provolt. If you have any questions regarding this position, email skp178@humboldt.edu.

To apply submit:

1. Résumé
2. Cover Letter
4. Three professional reference contacts
5. HSU SPF Self Identification Form for Job Applicants (signed in two places)

Application Review Date: Initial review Tuesday June 23, 2020; Position will be open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found here.

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.

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