Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position and is subject to grant funding.

Job Title: TRIO College Access Academic Advisor

Location: Humboldt County, Del Norte County, or Mendocino Coast

Wage: $20.00-$25.00 per hour depending on experience; hiring for Full-Time position. This is a Non-Exempt, 12-month position. For eligible positions, the 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 21-26

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 Cal Poly Humboldt college access events. The advisor must be able to work occasional weekend and evening hours.

While the 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
● Scan or deliver completed ETS applications to the ETS Office Manager
● Meet one-on-one with new ETS participants to conduct an entry interview
● Scan or deliver completed entry 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
● Lead an Ambassador team at high school sites in assisting with recruitment and program implementation to underclassmen and middle schoolers
● Build and maintain trusting relationships with 6th-12th grade students from diverse backgrounds
● Communicate with ETS students’ parents on a schedule appropriate for assigned school
● Coordinate and present workshops for ETS students’ parents on college readiness topics in collaboration with school sites and other advisors
● Assist ETS students with financial aid applications and ensure that 90% + of ETS seniors complete a FAFSA
● 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 the 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 the 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 via Zoom
- Attend staff retreats in-person
- Attend relevant regional and local professional development conferences, workshops, and seminars as needed
- Assist ETS participants in attending Cal Poly Humboldt and College of the Redwoods Outreach events including, but not limited to, Youth of Color Empowerment Day, American Indian College Motivation Day, Fall and Spring Preview, and I’ve Been Admitted to College (IBAC)

MINIMUM QUALIFICATIONS
Bachelor’s degree. Minimum one year of professional experience. A master’s degree in a related field can substitute for one year of work experience. Must possess a valid California driver's license and have reliable transportation.

PREFERRED QUALIFICATIONS
Professional experience working with students from diverse backgrounds. Bilingual 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 to submit 1) Resume, 2) Cover Letter, 3) three professional references along with 4) the SPF Employee Information Form for Applicants electronically to age16@humboldt.edu If you have any questions regarding this position call Rose Francia at (707) 826-5216 or email at rsf9@humboldt.edu.

Application review date: Initial review October 18th, 2022; position open until filled

Cal Poly Humboldt 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 Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

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 the continued employment of current HSU SPF employees who apply for this position.