Salary Range: $3,935 - $4,812/monthly

Work Schedule. This is a full-time position: Monday – Friday 8:00 a.m. – 5:00 p.m.; exempt position. This position is eligible for benefits.

Essential Functions: Under the supervision of the Upward Bound Director, the incumbent will perform services at two target area high schools in the Pasadena Unified School District. The incumbent will be primarily responsible for providing academic, career and personal advising to high school participants of low income and educationally disadvantaged backgrounds; assist the Director in the development coordination and evaluation of the programs’ objectives and activities; coordinate and maintain the academic tutorial component (study hall); recruit students; and prescribe individual academic programs for each participant.

Duties:

45% - Provide academic, career and personal advising. Monitor students’ academic progress in high school and the program by meeting with participants during school hours, Saturday academy, study hall and when necessary conduct home visits.

10% - Coordinate recruitment with school administrators, distribute applications, monitor applications received and interview/ select prospective applicants.

10% - Assist with the planning and supervision of enrichment activities. Attend program’s special events such as Senior Banquet, Summer Closing Ceremony, Academic Year and Summer Program Orientations.

10% - Communicate and maintain positive rapport with students, parents target school counselors, college admissions personnel, and other community groups.

5% - Monitor and follow up with participants’ study hall, Saturday Academy, Summer Program and enrichment activities attendance.

5% - Document and update student records such as transcripts, progress reports, final semester grades, college applications. Submit counseling reports and phone logs in a weekly basis.

5% - Organize and conduct workshops such as financial aid, study skills, college awareness, and time management.

5% - Maintain close track of senior status such as EOP/EAOP, Financial Aid, SAT/ACT, college applications, and scholarship applications.
5%-

Schedule and conduct parent/teacher conferences as needed regarding attendance, grades, and behavior.

Requirements: The incumbent must have equivalent to graduation from a four year college or university as well as two years of professional experience working with students. The incumbent must possess the knowledge of financial aid, college admissions requirements, career guidance, and high school graduation requirements. The incumbent must have familiarity with the Pasadena and Los Angeles Unified School District. The incumbent must demonstrate sensitivity to the needs and characteristics of low income, potentially first generation participants. The incumbent must also demonstrate an interest and/or ability in working in a multicultural/multietnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: Two years of fulltime experience working in a high school and Bilingual in Spanish and English.

Review of applications/resumes will begin August 23, 2017 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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