May 22, 2019

Academic Advisor - UAS 1598
Upward Bound

**Salary Range:** $4,160- $4,812/monthly depending on qualifications and experience.

**Work Schedule:** This is a full-time position: Monday – Friday 8:00 am – 5:00 pm; exempt position. This position is eligible for benefits. Employment is contingent upon availability of funds. This is a grant-funded position with a contract end date of August 31, 2019.

**Essential Functions:** Under the supervision of the Upward Bound Program Director, the Academic Advisor will perform services at target area high schools in the Pasadena Unified School District. The incumbent will be primarily responsible for providing academic, career, and personal advising to 114 high school participants of low-income and educationally disadvantaged backgrounds and will: 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 student. The incumbent will: 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; coordinate recruitment with school administrators, distribute applications, monitor applications received and interview/select prospective applicants; 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; monitor and follow-up with participants’ study hall, Saturday Academy, Summer Program and enrichment activities attendance; document and update student records such as transcripts, progress reports, final semester grades, college applications; submit counseling reports and phone logs on a weekly basis; organize and conduct workshops such as financial aid, study skills, college awareness, time management; maintain close track of senior status such as EO/?EAOP, Financial Aid, SAT/ACT, college applications and scholarship applications; schedule and conduct parent/teacher conferences as needed regarding attendance, grades, and behavior; communicate and maintain positive rapport with students, parents, target school counselors, college admissions personnel, and other community groups.

**Requirements:** Equivalent to graduation from an accredited four-year college or university. Two years of professional experience working with students. Demonstrated sensitivity to the needs and characteristics of low-income potentially first-generation participants. Must possess knowledge of financial aid, college admissions requirements, career guidance, and high school graduation requirements. Familiarity with the Pasadena Unified School District. Effective verbal and written communication skills. Demonstrated strong public relations skills, organizational skills; interpersonal skills; leadership ability and a teamwork mentality. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be
responsible for the fingerprinting processing fee. A completed UAS employment application is required.

**Desired Qualifications**: Two years of full-time experience working in a high school. Bilingual in Spanish and English.

Review of applications/resumes will begin Month 29, 2019 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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