**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>CALSOAP LA Student Success Coach</th>
<th>Position Type:</th>
<th>Part-time</th>
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</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Cal-SOAP L.A. Consortium</td>
<td>Salary:</td>
<td>$17.00/hour</td>
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<tr>
<td>Supervisor:</td>
<td>Program Manager</td>
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**Job Description**

**POSITION OVERVIEW**
Under the supervision of the Cal-SOAP Program Manager, the Student Success Coach is responsible for providing financial aid information, college preparation information, presentations, workshops, tutoring, and mentorship to high school or middle school youth.

**DUTIES AND RESPONSIBILITIES**
- Provide one-on-one or group assistance to high school students at assigned high school(s) during the school year.
- Provide classroom workshops at the school sites as scheduled.
- Advise student (and families) on the financial aid and college application process (submitting and completing applications, etc.).
- Recruit students at high schools that will be part of the Cal-SOAP program.
- Provide administrative assistance to the Cal-SOAP Program Manager & Site Supervisor as needed, including but not limited to: scheduling college visits, student and parent workshops, financial aid & college application workshops, etc.
- Through Google Docs, or other databases, maintain a bi-weekly record of students who receive academic and advising services.
- Attend all mandatory program orientations, trainings, retreats, and monthly meetings which are held every third Friday of the month from 10am-12pm.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**
- Currently enrolled at least part-time (6 units) in college or university (undergraduate or graduate). Must be able to present current class schedule at the time of interview and update every quarter/semester.
- Must demonstrate financial need by presenting current Student Aid Report (SAR) at the time of interview (and update yearly). Must submit FAFSA application yearly.
- **Must be available to work 20 hours per week (for 48-weeks only)** during school hours (high school/middle school).
- Must have knowledge of requirements as they pertain to financial aid, college applications, and A-G requirements.
- Experience working with high school youth in a similar academic/educational outreach program is a plus.
- Strong initiative and independent work skills.
- Good time management and interpersonal skills.
- Bilingual skills are a plus.
- Must have a vehicle and valid and insurable Driver’s License.
- Successful candidates will be required to be fingerprinted and TB tested.
- **This is a grant funded position contingent on available funding.**
OTHER CHARACTERISTICS

● Ability to work in a fast paced, results-oriented school environment while maintaining attention to detail and quality.
● Ability to work independently and as a member of a highly collaborative, integrated team.
● Bilingual in English and Spanish is desirable.
● Can lift up to 25 lbs. (books, materials, supplies, etc.).
● Access to a car, possession of a valid driver’s license, and proof of automobile insurance.
● Ability to successfully pass a finger-print background check.
● Must be available to work in-person at school sites.

TO APPLY

● Email cover letter and resume to Lupe Miranda, Cal-SOAP LA Operations Coordinator at lupe@calsoapla.org

ABOUT US

The California Student Opportunity and Access Program (Cal-SOAP) provides services and programming intended to increase the number of students who prepare for and enter post-secondary institutions. The grant is administered by a Consortium of local colleges and universities, school districts, and other educational entities who cooperate to combine resources and provide matching funds for this state-funded project. Cal-SOAP is governed by the Consortium who act as a Governing Board composed of a representative from each member institution. The Cal-SOAP Board sets policy and budget and gives programmatic direction to the project. Cal-SOAP functions under a fiscal agent that administers the state funds, allocated to the project through the California Student Aid Commissions (CSAC) and serves as the employer of project staff members.

For more information, we invite you to visit our website at www.calsoapla.org

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.