August 3, 2021

**Academic Advisor – UAS 1073**  
Upward Bound

**Salary:** $58,240/annually

**Work Schedule:** This is a full-time position: Monday – Friday 8:00 am – 5:00 pm; exempt position. This position is eligible for benefits. This is a temporary appointment expiring on or before August 31, 2022, with the possibility of renewal, contingent upon availability of funds.

**Position Overview:** Under the supervision of the Upward Bound Program Director, the Academic Advisor will perform services at four target area high schools in the Pasadena Unified School District. The incumbent will be primarily responsible for providing academic, career, and personal advising to 60-111 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, prescribe individual academic programs for each student.

**Essential Functions**
- 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, and time management.
- Maintain close track of senior status such as EOP/EAOP, Financial Aid, SAT/ACT, college applications, and scholarship applications.
- Schedule and conduct parent/teacher conferences as needed regarding attendance, grades, behavior.
- Communicate and maintain positive rapport with students, parents, target school counselors, college admissions personnel, and other community groups, and performs other duties as assigned.
- Perform other duties as needed.

**Requirements:**
- Must have either a B.A. or B.S. degree.
- Demonstrate 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/Los Angeles Unified School District.

**Preferred Qualifications:**
- 2 years of fulltime experience working in a high school.
- Bilingual in Spanish-English highly desirable.
**Skills/Knowledge:**

Candidate must have effective verbal and written communication skills. Demonstrate strong public relations skills, organizational skills, interpersonal skills, leadership ability and a teamwork mentality.

The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin August 6, 2021, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. 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.

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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