Date: 10/16/2015

Academic Advisor (Math & Science) UAS1455
Student Services Professional II
Upward Bound

Salary Range: $3,746.00 - $3,825.00/Monthly

Work Schedule: Full-time, Hours to be determined. Exempt classification. Appointment expires on/before August 31, 2017 subject to renewal based upon funding. This position is eligible for benefits.

Job Description: 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 50-110 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 and encourage them to pursue post-secondary degrees in math and science and to pursue careers in math and science professions.

Essential Functions:

45% Provide academic, career and personal advising. Help students recognize and develop their potential to excel in math and science. Monitor student’s 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. Assist with collaboration with on and off campus math/science programs to plan and implement activities for Math/Science Programs. Attend program’s special events such as Senior Banquet, Summer Closing Ceremony, Academic Year and Summer Program Orientations.

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 on a weekly basis.

5% Organize and conduct workshops such as Financial Aid, study skills, college awareness, time management.

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

5% Schedule and conduct parent/teacher conferences as needed regarding attendance, grades, behavior.

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

Requirements: Equivalent to graduation from a four year college or university. Incumbent must demonstrate sensitivity to the needs and characteristics of low-income, potentially first-generation participants. Incumbent 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. Incumbent must have effective verbal and written communication skills. Incumbent demonstrates strong public relations skills, organizational skills, interpersonal skills, leadership ability and a teamwork mentality. Incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Desired Qualifications: A Bachelor’s degree preferred, with a preferred minimum of two years’ experience of fulltime experience working in a high school. Bilingual in Spanish-English highly desirable.

Review of applications/resumes will begin October 23, 2015 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS Employment Application is required. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. University Auxiliary Services, Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032 - 8534.
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