Job Description: Under the direction of the Senior Program Coordinator, Youth Enrichment Policy Project of the Pat Brown Institute, the incumbent is responsible for facilitating student learning and growth in the Pat Brown Institute’s Youth Enrichment Policy Project. YEPP mentors will provide guidance on curriculum, activities, and work to support students’ interest, preparation and involvement in the program. Responsibilities include: preparing and setting up for sessions, coordinating logistics, attending student meetings on campus, contacting students, and helping students research and develop the projects they have identified.

Areas of Responsibility:

- Attend and coordinate logistics for YEPP programs and events. These include monthly weekend sessions and bi-monthly school based sessions.
- Attend bi-monthly school site meetings to assist the YEPP senior program coordinator with the administration of student public policy projects and assignments.
- Contact students as determined and necessary
- Help identify students challenges and needs
- Assist with the development and implementation of student activities
- Provide assistance with attending community meetings as requested
- Provide assistance with faculty research program as requested
- Perform other duties as assigned

Requirements: Incumbent must be a team player with above average computer skills, good communication and leadership skills, strong writing ability, and a demonstrated willingness to effectively work with high school students from a multicultural background. Incumbent must be creative, enthusiastic, outgoing reliable, cooperative, and able to take initiative, willing to learn new skills and concepts. Must have a strong interest in working with high school students and be able to establish great rapport. Incumbent must be able to commute to assigned locations in the community as needed. Maintaining a professional and appropriate code of conduct with students at all times is essential and must be willing to learn new concepts and technical skills. 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 in one of the following: education, public administration, social sciences or humanities. Past experience and familiarity with PBI’s YEPP program is preferable.

Review of applications/resumes will begin February 18, 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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http://www.calstatela.edu/univ/uas/hrmformtemp.php