



Japanese Community Youth Council (JCYC)  
College Access Programs  
ACADEMIC YEAR 2018-2019

**Job Title:** High School Educational Advisor, JCYC Educational Talent Search (JCYC ETS)

**Position:** Full-time 40hrs/week, Non-Exempt position; some evenings & weekends

**Salary:** \$40,000 annually + excellent benefits upon completion of 3-month introductory period

**Funding Source:** U.S. Department of Education (DOE); Continuation of position based on renewal of annual funding

**Apply:** June 2018

**Tentative Start Date:** August 2018

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**PROGRAM DESCRIPTION:** The ETS Program identifies, selects and assists low-income school youth, ages 11 and older who have the potential to be the first generation in their family to attend college. ETS supports middle and high school students to continue their education and graduate as well as encourages high school students and adults to enroll in 4 year institutions. ETS is committed to:

1. Creating supportive relationships with students and providing safe environments for students to grow personally and academically;
2. Providing academic and advising services at school sites and in the community;
3. Serving all students without regard to race, color, sex, sexual orientation, gender, religious creed, national origin, age and economic status;
4. Assisting and acting as resource to all who are interested in continuing their education;
5. Collaborating with the JCYC College Access Programs to sponsor events, develop staff training and assess our programs.

ETS is a college access program of Japanese Community Youth Council (JCYC). JCYC's mission is to cultivate and enrich the lives of children and youth from diverse, multicultural communities throughout San Francisco and beyond. For more information about ETS and JCYC please visit [www.jcyccollegeaccess.org](http://www.jcyccollegeaccess.org) or [www.jcyc.org](http://www.jcyc.org).

**DESCRIPTION:** ETS is a TRiO project administered by the Department of Education (DOE). The Educational Advisor will be responsible for recruitment, identification, selection and counseling of participants at high school in Jefferson Unified High School District (Daly City) or San Francisco Unified School District. These participants will fulfill the eligibility criteria as set by the U.S. DOE for all Talent Search Projects.

## **JOB RESPONSIBILITIES:**

### **Direct Service/Outreach:**

- To identify and select eligible participants:
  - Students who are low-income according to the U.S. DOE income levels;
  - Students who have the potential to be first in their family to attend college;
  - Students who are interested in pursuing post secondary education.
- Assess and determine participants' educational needs and academic potential;
- Provide college and career counseling to individuals and groups to encourage participants to complete secondary school and enroll in post-secondary schools;
- Coordinate and implement local and long-distance field trips (i.e. college campus and cultural field trips);
- Assist in organizing and attend overnight trips as needed;
- Assist participants in applying for re-admission to secondary schools;
- Refer participants to appropriate social service and government agencies;
- Advocate for the participant with secondary schools for re-enrollment and retention of the participants in the school system;
- Advocate for admission to post-secondary schools;
- Advocate with financial aid resource agencies to obtain assistance for the participants;
- Present financial aid and college information presentations upon request;
- Actively recruit students for and assist in the implementation of community events.

### **Administrative:**

- Manage a caseload of 200-275 students; organize required program documents and data for each student into a complete file;
- Assist with implementation and evaluation of project activities;
- Provide support to high school counseling staff and collaborate on events that complement ETS program timeline. Staff participation in target school activities is subject to approval by Associate Director. Activities must not interfere with job responsibilities.

### **Other program participation:**

- Provide assistance, support and resources for other JCYC College Access Programs and the Middle School ETS program;
- Participate in ETS and/or JCYC meetings, activities, committees, conferences, retreats, etc., as appropriate;
- Participate in advocacy initiative prioritized by JCYC;
- Perform related duties as needed.

### **Job Qualifications**

- Bachelor's Degree and one or more years working with youth
- Prefer individuals with similar to target population – low-income and first in their families to attend college
- Strong organizational and follow-through skills. Attention to detail
- Experience with conducting presentations and activity planning

- Effective verbal and written communication skills
- Computer Literate; Working proficiency of MS Word and Excel; Knowledgeable of using Power Point

### **Desired Qualifications**

- Experience with diverse student populations
- Bilingual preferred
- Knowledge of community activities, resources and programs for youth in San Francisco
- Ability to work cooperatively with secondary school faculty and community agency personnel

### **How to Apply**

Applicants MUST submit ALL of the following: 1) Cover Letter and 2) Resume

Contact E-mail: **applycollegeaccess@jcy.org**, Attn: High School Educational Advisor Position

Please no phone calls.

*PLEASE NOTE: Educational Talent Search, a college access program of JCYC, actively seeks to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*