



**Job Title:** Part Time High School Educational Advisor

**Program:** San Francisco College Access Center

**Location:** 1596 Post Street, San Francisco, CA 94109

**School:** Burton HS, Thurgood Marshall HS, Galileo HS, Washington HS, or Mission HS

**Salary:** \$16.00/ hr

**Apply:** June 2018

**Tentative Start Date:** August 2018

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## PROGRAM DESCRIPTION

The San Francisco College Access Center's (SFCAC) mission is to provide culturally relevant, comprehensive college preparation information and assistance. Although open to the community, SFCAC targets students who are low income and/or first of their family to attend postsecondary education programs. SFCAC is a collaborative program focusing on service coordination, enhancement, and expansion. For more information, visit [www.jcyccollegeaccess.org](http://www.jcyccollegeaccess.org).

SFCAC 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 SFCAC and JCYC please visit [www.jcyccollegeaccess.org](http://www.jcyccollegeaccess.org) or [www.jcyc.org](http://www.jcyc.org).

## POSITION DESCRIPTION

SFCAC is a Cal-SOAP project administered by the California Student Aid Commission (CSAC). The Educational Advisor will be responsible for recruitment, identification, selection and counseling of participants at a high school in the San Francisco Unified School District. These participants will fulfill the eligibility criteria as set by CSAC for all Cal-SOAP Projects.

## JOB RESPONSIBILITIES:

### Direct Service/Outreach:

- To identify and select eligible participants:
  - Students who are low-income according to the CSAC Cal-Grant 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.
- 2. Assess and determine participants' educational needs and academic potential;
- 3. Provide college and career counseling to individuals and groups to encourage participants to complete secondary school and enroll in post-secondary schools;
- 4. Coordinate and implement local and long-distance field trips (i.e. college campus and cultural field trips);
- 5. Assist in organizing and attend overnight trips as needed;
- 6. Assist participants in applying for re-admission to secondary schools;
- 7. Refer participants to appropriate social service and government agencies;

8. Advocate for the participant with secondary schools for re-enrollment and retention of the participants in the school system;
9. Advocate for admission to post-secondary schools;
10. Advocate with financial aid resource agencies to obtain assistance for the participants;
11. Present financial aid and college information presentations upon request;
12. Actively recruit students for and assist in the implementation of community events.

**Administrative:**

- Manage a caseload of 100 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 SFCAC 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
- Participate in SFCAC 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**

- Enrolled in college, and recipient of financial aid (i.e., Pell Grant, Cal Grant, or Loans)
- Prefer individuals with similar background to target population – low-income and first in their families to attend college
- Experience with conducting presentations and activity planning, preferably working with youth for at least one year
- Effective verbal and written communication skills
- Computer Literate; Working proficiency of MS Word and Excel, PowerPoint and other presentation tools

**Desired Qualifications**

- Experience with diverse student populations
- Individuals with similar background to target population, low-income and first in their families to attend college
- Bilingual preferred (Cantonese, Spanish, Vietnamese, Tagalog)
- 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 to [applycollegeaccess@jcy.org](mailto:applycollegeaccess@jcy.org)  
Attn: PT SFCAC High School Educational Advisor Position. Please no phone calls.

*PLEASE NOTE: San Francisco College Access Center, a college access program of JCYC, actively seek 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*